

**Division of Financial Management Operating Instructions**

**Activity Model**

**Processing Payroll – A21  
Overview and Procedure  
Cost Accounting Section**

**Use Case Diagram**

**Processing Payroll – Table of Contents**

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## **Guidelines – Principal**

TFM, Vol. 1, Part 3 – Chapter 7000 (T/L 547), Allotments and Assignments of Pay  
<http://www.fms.treas.gov/tfm/vol1/v1p3c700.txt>

The Division of Financial Management/Denver Operations (DFM/DO) Payroll Calendar

## **Function**

The Division of Financial Management/Denver Operations (DFM/DO) processes payroll for all of the Fish and Wildlife Service (Service). The Cost Accounting Section (CAS) accounts for seasonal and situational labor, corrects input errors in the Federal Financial System (FFS), and processes billing and collections that pertain to payroll.

## **Overview**

The Service's offices, the Job Corps/Office of Youth Programs (OYP), the National Business Center's Payroll Operations Division (POD), and the DFM/DO's Cost Accounting Section all have roles in the payroll process.

The Service's offices administer time and attendance records for all personnel. The POD maintains the payroll interface between the Federal Personnel Payroll System (FPPS) and the Federal Financial System (FFS).

CAS processes, in FFS, additions or changes to seasonal and situational labor cost structure codes, such as codes for firefighters and participants in youth programs. CAS reviews and corrects payroll records in FFS that do not match existing cost structures. In addition, CAS processes the Job Corps/Office of Youth Programs payroll. The Job Corps payroll includes Job Corps' administrators, instructors, counselors, support services, etc. CAS reconciles the data from the OYP payroll reports, corrects payroll information errors, credits payroll charges to the correct cost structure, and sends copies of the corrected summary to all the concerned field stations.

CAS processes payroll billing and collections through FFS for debts that occur through payroll overpayment to current or inactive Service employees. CAS verifies billing information, furnishes missing vendor codes, social security numbers, and addresses, if necessary. CAS processes the billing documents in FFS. CAS receives the payments from NBC's Debt Management Branch to service the debts, either applies the payments to the corresponding bills or places the payments in the 621X payroll suspense fund to wait for resolution, and reconciles the collections and the billing documents. In addition, the NBC transfers debt management responsibility to CAS for inactive Service employees. CAS modifies the FFS entries and adds interest, penalties, and administration charges to delinquent debts.

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## **Structure**

The structure of this document parallels the structure of the payroll process. The process consists of two parts:

Part 1, processing payroll, begins with entering time and attendance records, payroll edit, and ends with payroll posting. The section includes Job Corps payroll processing.

Part 2, processing payroll billing and collections, begins after payroll posting and includes billing and collections for current and former personnel.

## **Function Details – Part 1 – Processing Payroll**

### **Process Initiation**

The responsible administrative office enters time and attendance records into the Federal Personnel Payroll System (FPPS.) The Payroll Operations Division (POD) moves the records through the payroll interface into the Federal Financial System (FFS).

CAS processes the Service's payroll based on the DFM/DO payroll calendar (See the DFM/DO Payroll Calendar – Attachment 1). At the end of the first week in each two week cycle, Thursday is designated as the payroll edit date, and Friday is designated as the payroll post date. On the scheduled payroll edit date, CAS enters new or changed cost structures into FFS for seasonal and situational labor, such as firefighters and participants in youth programs.

Before 2:00 p.m. MDT on the posting date, CAS corrects input errors and makes changes that are necessary for successful payroll processing. In addition, CAS processes the Job Corps payroll. The Job Corps payroll includes Job Corps' administrators, instructors, counselors, support services, etc.

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## **Step 1 – Enter Cost Structure Codes in FFS**

On the payroll edit date, CAS :

- Refers to the Labor Cost File – FWS10601 for seasonal and situational labor's cost structure codes. (See the Labor Cost File – Attachment 2).
- Refers to the Fund Code reference memo for the new/current fund codes (See the Fund Code reference memo – Attachment 3)
- Enters the year in the Budget Fiscal Year (BFYS) field, the fund in the Fund field and the cost structure in the Job field of the Project Reference (PROJ) table (See the Project Reference table – Attachment 4).
- Enters the cost structure codes into the Default Values Reference Data (DVAL) table (See the Default Values Reference Data table – Attachment 5).

|        |                              |
|--------|------------------------------|
| Input  | Labor Cost File – FWS10601   |
| Input  | Fund Code Reference Memo     |
| Input  | PROJ and DVAL Tables         |
| Output | Updated PROJ and DVAL Tables |

## **Step 2 – Correct Defaulted Payroll Records**

During the night following the payroll edit date, FFS processes the payroll edits. FFS will not pass records that do not match existing cost structures. FFS assigns these records to a default cost structure with a 9999 prefix. The Payroll Defaulted Records Report – FW10201 lists payroll records that default to the 9999 prefix cost structure.

The Defaulted Payroll Records (DREC) table contains records with the 9999 prefix. It also contains other records that have cost structure conflicts, but will be passed by FFS. CAS must correct the 9999 prefix records before the payroll is posted. If possible, CAS reviews and corrects records with cost structure conflicts. If CAS cannot resolve cost structure conflicts for records that FFS will pass, the administrative office that originally entered the record will have to correct the error through Remote Data Entry (RDE).

On the payroll post date, CAS:

- Refers to the Payroll Defaulted Records Report for a list of payroll records with the 9999 prefix cost structure (See the Payroll Defaulted Records Report – Attachment 6).
- Examines all DREC table records (See the DREC table – Attachment 7).
- Corrects obvious errors, transpositions, etc.
- Researches the DREC records by social security number in the Archived Payroll Records (ORAC) table (See the Archived Payroll Records table – Attachment 8).
- Compares the original cost structure to prior charges in the ORAC table and resolves the error. (9999 prefix records must be corrected before payroll post.)
- Enters the correction into the Defaulted Payroll Records (DREC) table.

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- If the error involves a cost structure code that has not been entered or is outdated, the accounting technician enters the code into the PROJ table, but a CAS staff accountant has to enter the code into the DVAL table.

- ⌐ Input Payroll Defaulted Records Report
- ⌐ Input PROJ, DREC, DVAL, and ORAC Tables
- ⌐ Output Updated DREC, PROJ, and DVAL Tables

### **Step 3 – Process Job Corps Payroll**

The Job Corps payroll is processed separately in FFS, then added to the Service's payroll. On the payroll post date, CAS:

- Refers to the following Job Corps Payroll Reports:
  - The OYP Organizational Labor Cost Report – FWS16602, lists hours, gross pay, government additions, and total cost. (See the OYP Organizational Labor Cost Report – Attachment 9.)
  - The Bypassed OYP PAYPERS Records Transaction Report – FWS16601, lists hours and pay amounts that are not accounted for on the payroll schedule. (See the Bypassed OYP PAYPERS Records Report – Attachment 10.)
  - The OYP Reconciliation Figure Detail Report – FWS16603, lists gross pay, government additions, and total labor costs not covered under the listed hour code or object class. (See the OYP Reconciliation Figure Detail Report – Attachment 11.)
- Filters the reports through a Monarch data extract model to produce a summary (See the Monarch OYP Payroll summary – Attachment 12).
- Pastes the summary figures into the Excel spreadsheet that calculates the Payroll Cost Structure Summary for OYP (See the Payroll Cost Structure Summary for OYP – Attachment 13).
- Reconciles the grand total from the Payroll Cost Structure Summary for OYP spreadsheet with the total cost from the OYP Organizational Labor Cost Report.
- Reconciles the Job Corps payroll processing final figures to the figures on the last page of the OYP Organizational Labor Cost Summary Report – FWS16602 by transaction and object class (See the last page of the OYP Organizational Labor Cost Summary Report – Attachment 9).

- ⌐ Input OYP Organizational Labor Cost Report - FWS16602
- ⌐ Input Bypassed OYP PAYPERS Records Transaction Report - FWS16601
- ⌐ Input OYP Reconciliation Figure Detail Report - FWS16603
- ⌐ Input Payroll Cost Structure Summary for OYP (Excel spreadsheet)
- ⌐ Output Payroll Cost Structure Summary for OYP (Excel spreadsheet)
- ⌐ Output Reconciled Job Corps Payroll Transaction and Object Class Final Figures
- ⌐ Output Un-reconciled Job Corps Payroll Transaction and Object Class Final Figures

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**Step 4 – Correct Job Corps Payroll Errors**

If the totals do not reconcile, CAS:

- Uses the Field Station Personnel List or calls the field station to research payroll information errors (See the Field Station Personnel List – Attachment 14).
- Resolves the errors.
- Enters the correction into the Payroll Cost Structure Summary for OYP.
- Send copies of the Payroll Cost Structure Summary to all the field stations.

- ⌘ Input      Un-reconciled Job Corps Payroll Transaction and Object Class Final Figures
- ⌘ Input      Field Station Personnel List
- ⌘ Output     Revised Payroll Cost Structure Summary for OYP
- ⌘ Output     Copy of Payroll Cost Structure Summary for OYP to Field Stations

**Step 5 – Enter Job Corps Payroll in FFS**

CAS:

- Enters each code in the No Check Disbursement Document (PR) table (See the No Check Disbursement Document table – Attachment 15).

- ⌘ Input      Revised Payroll Cost Structure Summary for OYP
- ⌘ Input      PR Table
- ⌘ Output     Updated PR Table

**Step 6 – Credit Job Corps Personnel Charges to Other Service Cost Structures**

If Job Corps personnel work for another Service cost structure like fire duty or refuge work, CAS:

- Credits the payroll charges to the employee's current Job Corps cost structure.
- Transfers the charges to the correct cost structure with a CG transaction through the Intra-governmental Payment and Collection System (IPAC) (See the IPAC Data Entry Form – Attachment 16).

- ⌘ Input      IPAC Data Entry Form
- ⌘ Input      Payroll Charges
- ⌘ Output     CG transaction through IPAC
- ⌘ Output     Payroll Charges Transferred to Correct Service Cost Structure

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## **Step 7 – Reconcile and Document Final Payroll Service and Job Corps Totals**

After the payroll has been posted, the final totals are reconciled and documented.

To reconcile the final payroll totals, CAS:

- Compares the totals from the Summary Detail from FPPS Calculation Report – POD200 (See the Summary Detail from FPPS Calculation Report – Attachment 17) to the totals from the OYP Organizational Labor Cost Summary Report – FWS16602 (See Attachment 17, page 2), the Cash to Paypers Balancing Report – FWS65001, (See Attachment 17, page 3), and the Payroll Input/Output Compare Summary Report – FWS10801 (See Attachment 17, pages 4, 5, and 6) on the FWS Payroll Reconciling Spreadsheet – PPXXXX (FWS Payroll Reconciling Spreadsheet – Attachment 18).

To document the final payroll totals, CAS:

- Prepares a standard voucher (SV) document with the final totals for both FWS and Job Corps payrolls (See the Standard Voucher Input Screens – Attachment 19).
- Enters a payroll (PR) transaction into the Standard Voucher (SV) Document table in FFS (See the Standard Voucher Document table – Attachment 20).
- Prepares a direct disbursement (DD) document with the Job Corps payroll total. The General Accounting Section's Job Corps accountant faxes the DD to the NBC for processing (See the Direct Disbursement Input Screen – Attachment 21).

|        |   |
|--------|---|
| Input  | Summary Detail from FPPS Calculation Report – POD200                  |
| Input  | OYP Organizational Labor Cost Summary Report – FWS16602               |
| Input  | Cash to Paypers Balancing Report – FWS65001                           |
| Input  | Payroll Input/Output Compare Summary Report – FWS10801                |
| Input  | FWS Payroll Reconciling Spreadsheet – PPXXXX                          |
| Output | Updated Standard Voucher (SV) Document Table                          |
| Output | Standard Voucher with the FWS and Job Corps Payroll Final Totals      |
| Output | Direct Disbursement with the Job Corps Payroll Total to GAS           |
| Output | Balances Job Corps Payroll Transaction and Object Class Final Figures |

## **Step 8 – Create and Archive the Payroll Business File**

CAS:

- Collects and organizes the payroll documentation for the pay period.
- Archives the payroll business file in the file room according to pay period.

|        |  |
|--------|--|
| Input  | Payroll Documentation for the Pay Period |
| Output | Archived Payroll Business File           |

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**Function Details – Part 2 – Processing Payroll Billing and Collections**

The NBC's Debt Management Branch prepares billing and collections for debts that occur through payroll overpayment to current or former Service employees. These debts can result from overpayment for travel expenditures and/or benefits. The CAS processes these bills and collections through FFS.

**Process Initiation**

Based on the DFM/DO payroll calendar, the Branch of Financial Systems (FSB) and the NBC produce billings and collections reports after the payroll post day.

**Step 1 – Verify Billing Documents**

The BD Doc Records Report – FWS10301 lists the payroll-based billing documents (BDs) that the NBC has processed through the payroll interface for the current pay period. CAS processes these BDs in FFS.

CAS:

- Refers to the BD Doc Records Report – FWS10301 for a list of the payroll-based billing documents (See the BD Doc Records Report – Attachment 22).
- Verifies the information for each billing document.
- If a vendor code (1 + social security # + suffix) is missing and listed as N/A, CAS:
  - Refers to the vendor table for the next suffix.
  - Researches the FPPS records by social security number to find the person's address.
  - Furnishes the suffix, the person's social security number, and the address to a CAS staff accountant to add the person's information to the vendor table.
- CAS staff accountant adds the person's information to the vendor table

|        |                                  |
|--------|----------------------------------|
| Input  | BD Doc Records Report - FWS10301 |
| Input  | Vendor Table, FPPS Records       |
| Output | Updated Billing Document         |
| Output | Updated Vendor Table             |

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## **Step 2 – Clear SUSF Table**

CAS:

- Examines each BD from the current BD Doc Records Report – FWS10301 by BD number in the SUSF table (See the SUSF table – Attachment 23).
- Verifies the information for each BD.
- The budget financial year (BFY) field can reference only one year. If multiple years are present, CAS erases any extra years.
- If the I/D (Increase/Decrease) field contains a **D**, CAS prints the screen to save for reference, changes the **D** to **I** which cancels the debt in FFS.
- Types a **q** (Edit Doc) in the function field to edit the BD and to list any errors.
- Corrects the errors.
- Types a **w** (Run Doc) in the function field to process the BD. The status changes to ACCPT.

|                 |                                   |
|-----------------|-----------------------------------|
| <b>p</b> Input  | SUSF Table                        |
| <b>p</b> Input  | Billing Documents                 |
| <b>p</b> Output | Updated SUSF Table                |
| <b>p</b> Output | Accepted Billing Document Updates |

## **Step 3 – Verify and Apply Funds to Debts from Payroll Overpayment**

The NBC collects payroll overpayment debts through payroll deductions or by check and transmits the funds to CAS to service the debt. CAS processes all of the collections in FFS, but only records the ones under the Service's responsibility. NBC's Debt Management Branch handles the administration of most employee debts. The Service is responsible for debts with a billing document 98182 prefix on the CG Doc Records Report – FWS10402. CAS creates a payment history file with the billing and collection documentation for each 98182 prefix BD, and makes updates until the debt is paid or otherwise resolved.

CAS:

- Refers to the CG Doc Records Report – FWS10402 for a list of the payroll-based collections (See the CG Doc Records Report – Attachment 24).
- Verifies the information for each collection. The suffix in the \$ **Amount** column indicates the status of the funds:
  - I – Increase – Funds transmitted to CAS to apply to the debt.
  - D – Decrease – Funds collected in error with disposition to be decided.
  - P – Partial payment, F – Final payment.For example, IP – Increase/Partial payment.

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If the funds are in either **I** (increase) or **D** (decrease) status, CAS:

- Refers to the DXRF – Doc XREF table or the VXRF – Vendor XREF table for the BD that corresponds to each collection.

If a BD doesn't exist, CAS:

- Applies the funds to the 621X Federal Debt Recovery payroll suspense account to be either refunded or reapplied.

If the funds are in **D** (decrease) status, CAS:

- Refers to the BD to verify the status.
  - If the debt has been paid or collected in error, CAS applies the funds to the 621X suspense fund to be either refunded or applied to another BD charged to that employee (oldest BD first).

If the funds are in **I** (increase) status, CAS:

- Refers to the BD to verify the status.
- Selects the BD in the SUSF table to access the BD Line table.
- Uses a CG transaction to apply the payment to the BD in FFS.
  - Types the FWS10402's run date in the Accomplished Date field.
  - Types the FFS entry date in the Completed Date field. (Both dates are needed if the transaction has to be modified.)
  - For a partial payment, does not change the P/F field.
  - For the final payment, changes the P/F field to **F**.

If a BD has 98182 prefix, CAS:

- Creates a payment history file to archive the billing and collection documentation until the debt is paid or otherwise resolved.

|          |        |  |
|----------|--------|--|
| <b>p</b> | Input  | CG Doc Records Report                                      |
| <b>p</b> | Input  | SUSF, DXRF and/or VXRF Tables for BD Documents             |
| <b>p</b> | Output | Funds to 621X Suspense Fund for Disposition                |
| <b>p</b> | Output | Funds Applied to BD Documents through BD Line Table in FFS |
| <b>p</b> | Output | Payment History File (for 98182 BDs)                       |

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## **Step 4 – Transfer Debts**

Bi-weekly, based on the payroll calendar, NBC's Debt Management System transfers former Service employees' debts to CAS responsibility.

CAS:

- Refers to the Debt Management System's Transferred Report for a list of debts belonging to employees who are no longer active (See the Transferred Report – Attachment 25).

If payments have not been credited against NBC's BD, CAS:

- Creates a BD Mod transaction in FFS to cancel NBC's BD and to establish a Service BD.

If payments have been credited against NBC's BD, CAS:

- Creates a CG Mod transaction in FFS to cancel the NBC's BD and to establish a Service BD which includes the payment history.

For both types of BD, CAS:

- Changes the BD prefix to 98182 to designate the BD as the Service's responsibility.
- Combines all debts into one BD for each inactive employee.
- Mails a bill to the debtor.

|          |        |  |
|----------|--------|--|
| <b>p</b> | Input  | Transferred Report                               |
| <b>p</b> | Input  | NBC's Billing Document with Payments Credited    |
| <b>p</b> | Input  | NBC's Billing Document without Payments Credited |
| <b>p</b> | Output | Service's Billing Document                       |
| <b>p</b> | Output | Bill to Debtor                                   |

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## **Step 5 – Process Interest, Penalty, and Administration Charges**

During the transfer, if FPPS has added interest, penalty, and administration charges to delinquent debts, CAS must make sure the charges are added to the Service's BD.

CAS:

- Refers to the SUSF table to list the outstanding BD batch.  
(See the SUSF table – Attachment 26).
- Refers to the BD Line table(s) to process the charges.  
(See the BD Line table – Attachment 27).
- To guarantee that the billing information in the first line screen will not conflict with information added in subsequent line tables while processing the delinquent charges, CAS blanks the existing non-monetary information in the 002 and any subsequent BD line screens.
- Changes the Line Number field to **001** even if multiple lines are listed.
- Verifies the charges in the Interest Amt, Adm Chgs Amt, and/or Penalty Amt fields.
- Types a **q** (Edit Doc) in the function field to edit the billing document and to list any errors.
- Corrects the errors.
- Types a **w** (Run Doc) in the function field to process the BD. Successful processing will change the status to ACCPT. (See the updated SUSF table – Attachment 28)
- Refers to the Receivable Line Inquiry (ARLT) table to view the BD with the interest, penalty, and administration charges added (See the ARLT table – Attachment 29).



|                 |                    |
|-----------------|--------------------|
| <b>p</b> Input  | SUSF Table         |
| <b>p</b> Input  | BD Table           |
| <b>p</b> Output | Updated BD Table   |
| <b>p</b> Output | Updated SUSF Table |

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**Attachment 1 – DFM/DO Payroll Calendar**

November 2003

*FWS*

| Sunday | Monday   | Tuesday   | Wednesday   | Thursday  | Friday  | Saturday |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|--------|--|---|---|---|---|----------|---|---|---|---|---|---|--|--|---|---|---|---|--|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|---|---|---|---|---|---|---|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|
|        |  |   |   |   |   | 1        |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 2      | 3<br>1st Run of Month<br>FWSARBG/<br>FWSARDN<br>Payroll Reversal   | 4   | 5<br>FWSARBG/<br>FWSARDN  | 6<br>Payroll Edit<br>0323   | 7<br>Friday Jobs<br>FWSARC1<br>Payroll Post<br>0323   | 8        |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 9      | 10<br>FWSARBG/<br>FWSARDN<br>FWS67000<br>FWS90600<br>PMDBGND 11/<br>12/2003  | 11<br><br>VETERANS DAY<br>HOLIDAY | 12<br>FWSARBG/<br>FWSARDN<br>Payroll Adjust<br>2 bankcard/<br>FWSBPST2<br>2 Firepay/<br>FWSAPEF2                              | 13  | 14<br>Friday Jobs<br>FWS1099R<br>Bankcard Adjust/<br>FWSBADJP   | 15       |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 16     | 17<br>FWSARBG/<br>FWSARDN  | 18  | 19<br>FWSARBG/<br>FWSARDN   | 20<br>Payroll Edit<br>0324  | 21<br>Payroll Post<br>0324<br>Friday Jobs   | 22       |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 23     | 24<br>FWSARBG/<br>FWSARDN  | 25<br>Payroll Accrual<br>(100%)<br>FWS32800 (after<br>payroll)  | 26<br>FWSARBG/<br>FWSARDN<br>Bankcard<br>Adjustment/<br>FWSBADJP<br>FWS69600<br>Payroll Adjust<br>FWS38000 (after<br>payroll) | 27<br><br>THANKSGIVING<br>HOLIDAY | 28<br>CLOSE EOM - No<br>FWS60501/<br>FWS61402 in<br>nightly<br>Friday Jobs<br>2 Bankcard/<br>FWSBPST2<br>2 Firepay/<br>FWSAPEF2 | 29       |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 30     | <div> <div>October</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> </div> <div> <div>December</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> </div> |   |   |   |   | S        | M | T | W | T | F | S |  |  | 1 | 2 | 3 | 4 |  | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  | S | M | T | W | T | F | S |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |
| S      | M  | T   | W   | T   | F   | S        |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|        |  | 1   | 2   | 3   | 4   |          |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 5      | 6  | 7   | 8   | 9   | 10  | 11       |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 12     | 13   | 14  | 15  | 16  | 17  | 18       |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 19     | 20   | 21  | 22  | 23  | 24  | 25       |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 26     | 27   | 28  | 29  | 30  | 31  |          |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| S      | M  | T   | W   | T   | F   | S        |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
|        | 1  | 2   | 3   | 4   | 5   | 6        |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 7      | 8  | 9   | 10  | 11  | 12  | 13       |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 14     | 15   | 16  | 17  | 18  | 19  | 20       |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 21     | 22   | 23  | 24  | 25  | 26  | 27       |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |
| 28     | 29   | 30  | 31  |   |   |          |   |   |   |   |   |   |  |  |   |   |   |   |  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |

Printed by Calendar Creator Plus on 10/24/2003

## Attachment 2 – Labor Cost File

```


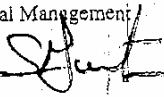
REPORT 10: FWS10601
U. S. FISH AND WILDLIFE SERVICE
FIRE CODES ON THE LABOR COST FILE
PAY PERIOD 200323
RUN DATE: 11/06/2003
RUN TIME: 10:04
PAGE: 1

```

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**Attachment 3 – Fund Code Reference Memo**

**Page 1**

|   |   |             |
|---|---|-------------|
| <br><small>ADDRESS ONLY THE DIRECTOR<br/>FISH AND WILDLIFE SERVICE</small>   | <b>United States Department of the Interior</b><br><br>FISH AND WILDLIFE SERVICE<br>Washington, D.C. 20240  | SEP 15 2003 |
| In Reply Refer To:<br>FWS/DB  |   |             |
| Memorandum  |   |             |
| To:   | Chief, Branch of Financial Operations, Denver Operations  |             |
| Through:  | Chief, Division of Financial Management   |             |
| From:   | Chief, Division of Budget  |             |
| Subject:  | New Fund Codes/Activities/Subactivities/Elements for Fiscal Year 2003                                       |             |
| <p>Alignment of Interior bureau and USDA Forest Service budget structures mandated by Congress and endorsed by the <i>Wildland Fire Leadership Council</i> requires the Service to implement changes to the existing budget structure for Treasury Symbol 14-14X1125(16). The structure change has been approved by the Department, the National Wildlife Refuge System fire program and budget office, the Division of Financial Management and the Division of Budget. The structure will be implemented October 1, 2003, and specific, detailed programmatic implementation guidelines will be issued with a separate memorandum. To accomplish the necessary changes, please establish the following new account structure:</p> |   |             |
| <i>Wildland Fire Management 14-14X1125(16) (existing)</i>   |   |             |
| <i>Fund Code 560X (new) Preparedness</i>  |   |             |
| Activity (new)  | 9130 Preparedness   |             |
| Subactivity (new)   | 913C Fire CAM (no project codes required)   |             |
| Subactivity (new)   | 9131 Readiness & Program Management (no project codes required)   |             |
| Subactivity (new)   | 9132 Facility Construction & Maintenance (project codes required)   |             |
| <i>Fund Code 561X (new) Emergency Operations</i>  |   |             |
| Activity (new)  | 9140 Emergency Operations   |             |
| Subactivity (new)   | 9141 Suppression (project codes required)   |             |
| Subactivity (new)   | 9142 Emergency Stabilization (project codes required)   |             |
| <i>Fund Code 557X (existing) Burned Area Rehabilitation (name change only)</i>  |   |             |
| Activity (new)  | Burned Area Rehabilitation (elevation to budget activity)   |             |
| Subactivity (existing)  | 9262 Burned Area Rehabilitation (name change, project codes required)                                       |             |
| <i>Fund Code 558X (existing) Hazardous Fuels Reduction (name change only)</i>   |   |             |
| Activity (new)  | Hazardous Fuels Reduction (elevation to budget activity)  |             |
| Subactivity (existing)  | 9263 Non-WUI Fuels Reduction Operations (name change, project codes required)                               |             |
| Subactivity (existing)  | 9264 Wildland Urban Interface Fuels Reduction Operations (name change, project codes required)              |             |
| <i>Fund Code 559X (existing) State and Local Assistance Programs (name change only)</i>   |   |             |
| Activity (existing)   | State and Local Assistance Programs (name change only)  |             |
| Subactivity (existing)  | 9265 Rural Fire Assistance (project codes required)   |             |

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Within this structure, placeholders are requested for future budget changes necessary to adhere to the mandate for a joint Interior and USDA budget structure. If possible, please reserve 9133-9139, 9143-9149 and 9266 for inclusion within Treasury Symbol 14-14X1125(16). Also within this structure, fund code 554X and subactivities 9242 and 9243 will continue with no changes.

To facilitate the move to the new structure, use of the following old fund codes and subactivities will cease October 1, 2003. No FY 2004 transactions should be posted to these fund codes and subactivities. The originating field unit will move obligations existing in these subactivities as of September 30, 2003, to the appropriate new fund code and subactivity. As de-obligations occur in these fund codes and subactivities, the Division of Budget will move the budget authority for the recoveries to the correct fund code via allotments. The obligations are expected to be completely moved by December 31, 2003. At that time, the following should be de-activated:

*Fund Code 555X (existing) Wildland Fire Management (BLM)*  
Subactivity (existing) 925C Fire CAM  
Subactivity (existing) 9251 Wildland Fire Preparedness

*Fund Code 556X (existing) Emergency Suppression*  
Subactivity (existing) 9261 Emergency Suppression

A crosswalk table follows that contains the old and new budget structures. Thank you for your assistance. Please call Barbara Loving or Barbara Ritter at 202-208-4596 in the Division of Budget if you require further information.

Attachments

Action Taken: General Accounting \_\_\_\_\_  
Cost Accounting \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief, Branch of Financial Operations, Denver Operations

Remarks:

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Attachment 3 - Fund Code Reference Memo

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FY 2004 Budget Summary - 14-14X125(10)

| Current Structure - FY 2003 |                                |             |                          | Structure - FY 2004 |                          |             |                          | Activity |             | Subactivity |         | Project  |          | Activity |          |
|-----------------------------|--------------------------------|-------------|--------------------------|---------------------|--------------------------|-------------|--------------------------|----------|-------------|-------------|---------|----------|----------|----------|----------|
| Fund Code                   | Fund Name                      | Subactivity | Activity                 | Fund Code           | Fund Name                | Subactivity | Activity                 | Activity | Subactivity | Activity    | Project | Activity | Activity | Activity | Activity |
| 550X                        | Wildland Fire Management (B/L) | 0201        | Wildland Fire Prevention | 550X                | Wildland Fire Prevention | 0201        | Wildland Fire Prevention | 9130     | Preparation | 9131        | Yes     | 9132     | Yes      | 9133     | NEW      |
| 550X                        | Emergency Suppression          | 0201        | Emergency Suppression    | 550X                | Emergency Suppression    | 0201        | Emergency Suppression    | 9130     | Preparation | 9131        | Yes     | 9132     | Yes      | 9133     | NEW      |
| 550X                        | Wildland Fire Management (B/L) | 0202        | Wildland Fire Prevention | 550X                | Wildland Fire Prevention | 0202        | Wildland Fire Prevention | 9130     | Preparation | 9131        | Yes     | 9132     | Yes      | 9133     | NEW      |
| 550X                        | Emergency Suppression          | 0202        | Emergency Suppression    | 550X                | Emergency Suppression    | 0202        | Emergency Suppression    | 9130     | Preparation | 9131        | Yes     | 9132     | Yes      | 9133     | NEW      |
| 550X                        | Wildland Fire Management (B/L) | 0203        | Wildland Fire Prevention | 550X                | Wildland Fire Prevention | 0203        | Wildland Fire Prevention | 9130     | Preparation | 9131        | Yes     | 9132     | Yes      | 9133     | NEW      |
| 550X                        | Emergency Suppression          | 0203        | Emergency Suppression    | 550X                | Emergency Suppression    | 0203        | Emergency Suppression    | 9130     | Preparation | 9131        | Yes     | 9132     | Yes      | 9133     | NEW      |
| 550X                        | Wildland Fire Management (B/L) | 0204        | Wildland Fire Prevention | 550X                | Wildland Fire Prevention | 0204        | Wildland Fire Prevention | 9130     | Preparation | 9131        | Yes     | 9132     | Yes      | 9133     | NEW      |
| 550X                        | Emergency Suppression          | 0204        | Emergency Suppression    | 550X                | Emergency Suppression    | 0204        | Emergency Suppression    | 9130     | Preparation | 9131        | Yes     | 9132     | Yes      | 9133     | NEW      |
| 550X                        | Wildland Fire Management (B/L) | 0205        | Wildland Fire Prevention | 550X                | Wildland Fire Prevention | 0205        | Wildland Fire Prevention | 9130     | Preparation | 9131        | Yes     | 9132     | Yes      | 9133     | NEW      |
| 550X                        | Emergency Suppression          | 0205        | Emergency Suppression    | 550X                | Emergency Suppression    | 0205        | Emergency Suppression    | 9130     | Preparation | 9131        | Yes     | 9132     | Yes      | 9133     | NEW      |
| 550X                        | Wildland Fire Management (B/L) | 0206        | Wildland Fire Prevention | 550X                | Wildland Fire Prevention | 0206        | Wildland Fire Prevention | 9130     | Preparation | 9131        | Yes     | 9132     | Yes      | 9133     | NEW      |
| 550X                        | Emergency Suppression          | 0206        | Emergency Suppression    | 550X                | Emergency Suppression    | 0206        | Emergency Suppression    | 9130     | Preparation | 9131        | Yes     | 9132     | Yes      | 9133     | NEW      |
| 550X                        | Wildland Fire Management (B/L) | 0207        | Wildland Fire Prevention | 550X                | Wildland Fire Prevention | 0207        | Wildland Fire Prevention | 9130     | Preparation | 9131        | Yes     | 9132     | Yes      | 9133     | NEW      |
| 550X                        | Emergency Suppression          | 0207        | Emergency Suppression    | 550X                | Emergency Suppression    | 0207        | Emergency Suppression    | 9130     | Preparation | 9131        | Yes     | 9132     | Yes      | 9133     | NEW      |

Sign name change only

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**Attachment 4 – Project Reference Table**

```
ACTION: R  SCREEN: PROJ USERID: FC06
PROJECT REFERENCE TABLE
KEY IS BFYS, FUND, DIV, ORG, PROGRAM, RPTG, JOB
  BFYS      FUND  DIV   ORG   PROGRAM  RPTG   JOB
  2004      560X             9131      62X5      9131AVH2
STATUS: A  START DATE: 10 01 2003  END DATE: 12 30 2009  GL POST TYPE:
PROJ DESC:                                     LAST ACT DATE: 11 06 2003
INSTALLATION-WIDE PROJECT:                     LAST DIST DATE:
PROJ CLASS: 93252  PROJ CAT:                     PROJ TYPE:                     PROJ GROUP:
MAX PRJ FC IND: S  CUSTOMER FUNDING FC IND: N  FPRJ SPENDING CTL IND: I
  SPRJ ALLOWED: N  NUMBER OF SUBPROJECTS:      1  USE PSDX TBL: N
BILLING SUBPROJECT - DIV:                     ORG:                     PROGRAM:
                      RPTG:                     JOB:
MAX PROJ AMT:                1.00  EST BILL AMT:                0.00
DIRECT AMT:                  0.00  ACTUAL BILL AMT:            0.00
EST REIM AMT:                0.00  EST BURDEN AMT:            0.00
*** PROJECT-TO-DATE ***
COMMITMENTS:                  0.00
OBLIGATIONS:                  0.00  BILLING ADJUST:            0.00
EXPENDITURES:                 0.00  EXP ADJUST IN:          0.00
PROJ CHARGES:                 0.00  OBLIG ADJUST IN:        0.00
  BURDEN:                     0.00  ACT REIM AMT:           0.00
OBLIG BURDEN:                 0.00  NET AVAIL AMT:          1.00

4-©                      1 Sess-1      199.5.236.1                      1/10
```

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**Attachment 5 – Default Values Reference Data (DVAL) Table**

```
ACTION: R  SCREEN: DVAL USERID: FC06
H-  DEFAULT VALUES REFERENCE DATA SCREEN
    KEY IS CODED ELEMENTS
01-  CODED ELEMENTS    FYR: 2004  H/L: L  BFY: 2004  JOB: 9131AOAK
     DERIVED ELEMENTS  BFY: 2004          FUND: 560X  PGM: 9131  RPTG: 62X5
02-  CODED ELEMENTS    FYR: 2004  H/L: L  BFY: 2004  JOB: 9131AOEK
     DERIVED ELEMENTS  BFY: 2004          FUND: 560X  PGM: 9131  RPTG: 62X5
03-  CODED ELEMENTS    FYR: 2004  H/L: L  BFY: 2004  JOB: 9131AVH2
     DERIVED ELEMENTS  BFY: 2004          FUND: 560X  PGM: 9131  RPTG: 62X5
04-  CODED ELEMENTS    FYR: 2004  H/L: L  BFY: 2004  JOB: 9131AVP1
     DERIVED ELEMENTS  BFY: 2004          FUND: 560X  PGM: 9131  RPTG: 62X5
05-  CODED ELEMENTS    FYR: 2004  H/L: L  BFY: 2004  JOB: 9131AVY8
     DERIVED ELEMENTS  BFY: 2004          FUND: 560X  PGM: 9131  RPTG: 019T
06-  CODED ELEMENTS    FYR: 2004  H/L: L  BFY: 2004  JOB: 9131AW46
     DERIVED ELEMENTS  BFY: 2004          FUND: 560X  PGM: 9131  RPTG: 62X5
4_®                                1 Sess-1    199.5.236.1                                1/10
```

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Attachment 6 – Payroll Defaulted Records Report

|                    |  |  |
|--------------------|--|--|
| PACKET PAGE: 2     | U.S. FISH AND WILDLIFE SERVICE<br>PAYROLL DEFAULTED RECORDS REPORT<br>FOR PAY PERIOD 2003 23 | RUN DATE: 11 2003<br>RUN TIME: 00.30.47<br>PAGE: 1 |
| REPORT ID: FW10201 | SSN: XXXXXXXX NAME: DOE, ROGER A.  |  |
|                    | SEQ CDE  |  |
|                    | FFS COST STRUCTURE   | BEG BFY ORIG COST STRUCTURE PA DE                  |
|                    | 001  | 04 932529131000062X5 01                            |
|                    | 9999000098800625X  | 9325   |
|                    |  | 91310009325262X5                                   |

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**Attachment 7 – Defaulted Payroll Records (DREC) Table**

**Page 1**

```
ACTION: M SCREEN: DREC USERID: FC00
DEFAULTED PAYROLL RECORDS TABLE
KEY IS ACTUALS/DEBT/IND, SSN, SEQ

ACTUALS/DEBT IND: A      SSN: XXXXXXXXX      NAME:      DOE, ROBIN L.

01- SEQ: 001  ORIG COST STR: 535531262000062X5      ORIG FPPS ORG: 53553
      FFS COST STR: 126200005355362X5      DEF FPPS ORG:
      BFYS: 2004 2005      CLOSED BFYS:      CLOSED FUND:
      BOC/RSRC: 111A      SUB BOC/RSRC:      PAY PD: 2003 26 PAY CD: 010
      HOURS:      32.00 REG PAY:      363.84 ADDITIVES:      232.88

02- SEQ:      ORIG COST STR:      ORIG FPPS ORG:
      FFS COST STR:      DEF FPPS ORG:
      BFYS:      CLOSED BFYS:      CLOSED FUND:
      BOC/RSRC:      SUB BOC/RSRC:      PAY PD:      PAY CD:
      HOURS:      REG PAY:      ADDITIVES:

01-CE32E MISSING FUND      01-CE30E MISSING PROGRAM
01-PAC1E INVALID SUBPROJECT      01-PAC2E INVALID PROJECT
4-©      1 Sess-1      199.5.236.1      1/10
```

```
ACTION: R SCREEN: DREC USERID: FC06
DEFAULTED PAYROLL RECORDS TABLE
KEY IS ACTUALS/DEBT/IND, SSN, SEQ

ACTUALS/DEBT IND: A      SSN: XXXXXXXXX      NAME:      DOE, KEVIN B.

01- SEQ: 001  ORIG COST STR: 10710000      ORIG FPPS ORG: 12200
      FFS COST STR: 111300001220062X5      DEF FPPS ORG:
      BFYS: 2004 2005      CLOSED BFYS:      CLOSED FUND:
      BOC/RSRC: 111A      SUB BOC/RSRC:      PAY PD: 2003 23 PAY CD: 041
      HOURS:      8.00 REG PAY:      236.96 ADDITIVES:      79.95

02- SEQ: 002  ORIG COST STR: 10710000      ORIG FPPS ORG: 12200
      FFS COST STR: 1113000012200      DEF FPPS ORG:
      BFYS: 2004 2005      CLOSED BFYS:      CLOSED FUND:
      BOC/RSRC: 121N      SUB BOC/RSRC:      PAY PD: 2003 23 PAY CD: 40H
      HOURS:      0.00 REG PAY:      59.24 ADDITIVES:      0.00

4-©      1 Sess-1      199.5.236.1      1/10
```

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**Attachment 7 – Defaulted Payroll Records (DREC) Table**

**Page 2**

```
ACTION: c  SCREEN: DREC USERID: FC06
DEFAULTED PAYROLL RECORDS TABLE
KEY IS ACTUALS/DEBT/IND, SSN, SEQ

ACTUALS/DEBT IND: A      SSN: XXXXXXXXX      NAME:  DOE, CURTIS G.

01- SEQ: 001  ORIG COST STR: 9141AX0H2253062X5      ORIG FPPS ORG: 22530
      FFS COST STR: 126100002253062X5      DEF FPPS ORG:
      BFYS: 2004 2005      CLOSED BFYS:      CLOSED FUND:
      BOC/RSRC: 111A      SUB BOC/RSRC:      PAY PD: 2003 23 PAY CD: 010
      HOURS:      32.00 REG PAY:      770.56 ADDITIVES:      322.25

02- SEQ: 002  ORIG COST STR: 9141AX0H2253062X5      ORIG FPPS ORG: 22530
      FFS COST STR: 126100002253062X5      DEF FPPS ORG:
      BFYS: 2004 2005      CLOSED BFYS:      CLOSED FUND:
      BOC/RSRC: 115H      SUB BOC/RSRC:      PAY PD: 2003 23 PAY CD: 090
      HOURS:      0.00 REG PAY:      358.19 ADDITIVES:      149.80

4-0      1 Sess-1      199.5.236.1      8/35
```

```
ACTION: M  SCREEN: DREC USERID: FC06
DEFAULTED PAYROLL RECORDS TABLE
KEY IS ACTUALS/DEBT/IND, SSN, SEQ

ACTUALS/DEBT IND: A      SSN: XXXXXXXXX      NAME:  DOE, CURTIS G.

01- SEQ: 001  ORIG COST STR: 9141AX0H2253062X5      ORIG FPPS ORG: 22530
      FFS COST STR: 9141AX0H2253062X5      DEF FPPS ORG:
      BFYS: 2004 2005      CLOSED BFYS:      CLOSED FUND:
      BOC/RSRC: 111A      SUB BOC/RSRC:      PAY PD: 2003 23 PAY CD: 010
      HOURS:      32.00 REG PAY:      770.56 ADDITIVES:      322.25

02- SEQ: 002  ORIG COST STR: 9141AX0H2253062X5      ORIG FPPS ORG: 22530
      FFS COST STR: 9141AX0H2253062X5      DEF FPPS ORG:
      BFYS: 2004 2005      CLOSED BFYS:      CLOSED FUND:
      BOC/RSRC: 115H      SUB BOC/RSRC:      PAY PD: 2003 23 PAY CD: 090
      HOURS:      0.00 REG PAY:      358.19 ADDITIVES:      149.80

02-*L031 ALL LINES CHANGED
4-0      1 Sess-1      199.5.236.1      1/10
```

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**Attachment 8 – Archived Payroll Records (OARC) Table**

```
ACTION: R  SCREEN: OARC USERID: FC00
ARCHIVED POSTED PAYROLL RECORDS TABLE
KEY IS SSN, PP, OSEQ, SEQ

SSN: XXXXXXXX PP: 2003 25 OSEQ: 002  SEQ: 001  NAME:      DOE, ROBIN L.
POSTED COST STRUCTURE: 126100005355362X5          BFYS: 2004 2005
  POSTED CLOSED BFYS:                CLOSED FUND:
    POSTED FPFS ORG:                ORIG FPFS ORG: 53553
ORIG. COST STRUCTURE:                BOC/SUB: 111A
  ADJ PENDING: N    LAST USER ID: OFFLINE  PAY CODE: 50Z
REGULAR PAY:        0.00  ADDITIVES:        34.99 HOURS:        0.00

      ADJUSTED
      COST STRUCTURE      BFYS      HOURS      PCT  ADJ FPFS ORG  CLOSED BFY/FUND
-----
4-®                1 Sess-1      199.5.236.1                1/10
```

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Attachment 9 – OYP Organizational Labor Cost Report

| U.S. FISH AND WILDLIFE SERVICE<br>OFFICE OF YOUTH PROGRAMS<br>PAY PERIOD NUMBER 200401<br>DYP LABOR COST REPORT |          |                      |                 |         |        |           |           |            |         | RUN DATE: 01/06/2004<br>RUN TIME: 01:12<br>PAGE: 2 |  |
|---|----------|----------------------|-----------------|---------|--------|-----------|-----------|------------|---------|--|--|
| PACKET PAGE: 5<br>REPORT ID: FWS16602   | ORG CODE | EMPLOYEE NAME        | JOB COST NUMBER | HRS CDE | HOURS  | GROSS PAY | GOVT ADDS | TOTAL COST | OBJ CLS |  |  |
| 20183   |          | DOE, WILLIAM R. JR.  | 6710JB463012000 | 050     | 16.00  | 256.16    | 95.66     | 351.82     | 111     |  |  |
|   |          | DOE, WILLIAM R. JR.  | 6710JB463012000 | 060     | 2.00   | 32.02     | 11.94     | 43.96      | 111     |  |  |
|   |          | DOE, JOHN            | 6710JB463012000 | 010     | 54.00  | 1,309.50  | 418.54    | 1,728.04   | 111     |  |  |
|   |          | DOE, JOHN            | 6710JB463012000 | 020     | 5.50   | 133.38    | 42.62     | 176.00     | 111     |  |  |
|   |          | DOE, JOHN            | 6710JB463012000 | 030     | 4.50   | 109.13    | 34.88     | 144.01     | 111     |  |  |
|   |          | DOE, JOHN            | 6710JB463012000 | 050     | 16.00  | 388.00    | 124.03    | 512.03     | 111     |  |  |
|   |          | DOE, ALLEN R.        | 6710JB463012000 | 010     | 40.00  | 820.80    | 314.14    | 1,134.94   | 111     |  |  |
|   |          | DOE, ALLEN R.        | 6710JB463012000 | 020     | 24.00  | 492.48    | 188.49    | 680.97     | 111     |  |  |
|   |          | DOE, DELBERT G.      | 6710JB463012000 | 050     | 16.00  | 326.32    | 125.63    | 451.95     | 111     |  |  |
|   |          | DOE, DELBERT G.      | 6710JB463012000 | 010     | 2.00   | 47.26     | 17.15     | 64.41      | 111     |  |  |
|   |          | DOE, DELBERT G.      | 6710JB463012000 | 020     | 54.00  | 1,276.02  | 463.07    | 1,739.09   | 111     |  |  |
|   |          | DOE, DELBERT G.      | 6710JB463012000 | 030     | 8.00   | 189.04    | 68.60     | 257.64     | 111     |  |  |
|   |          | DOE, PHILLIP M.      | 6710JB463012000 | 050     | 16.00  | 378.08    | 137.18    | 515.26     | 111     |  |  |
|   |          | DOE, PHILLIP M.      | 6710JB463012000 | 041     | 8.00   | 183.84    | 352.97    | 536.81     | 111     |  |  |
|   |          | DOE, PHILLIP M.      | 6710JB463012000 | 050     | 16.00  | 169.12    | 50.43     | 219.55     | 111     |  |  |
|   |          | DOE, CONSTANCE J.    | 6710JB463012000 | 020     | 10.00  | 338.24    | 100.83    | 439.07     | 111     |  |  |
|   |          | DOE, CONSTANCE J.    | 6710JB463012000 | 030     | 3.00   | 223.90    | 54.01     | 277.91     | 111     |  |  |
|   |          | DOE, CONSTANCE J.    | 6710JB463012000 | 041     | 8.25   | 67.17     | 16.20     | 83.37      | 111     |  |  |
|   |          | DOE, CONSTANCE J.    | 6710JB463012000 | 041     | 8.25   | 184.72    | 44.56     | 229.28     | 111     |  |  |
|   |          | ORGN/JOB TOTAL       | 6710JB463012000 |         | 501.25 | 10,561.41 | 3,402.19  | 13,963.60  |         |  |  |
|   |          | OBJECT CLASS TOTALS: |                 |         |        | 10,561.41 | 3,402.19  | 13,963.60  |         |  |  |
|   |          |                      | 111             |         |        |           |           |            |         |  |  |
|   |          |                      | 113             |         |        |           |           |            |         |  |  |
|   |          |                      | 115             |         |        |           |           |            |         |  |  |
|   |          |                      | 118             |         |        |           |           |            |         |  |  |
|   |          |                      | 121             |         |        |           |           |            |         |  |  |
|   |          |                      | 130             |         |        |           |           |            |         |  |  |
| 20183   |          | DOE, MARCUS N.       | 6710JB463031000 | 050     | 16.00  | 328.32    | 64.20     | 392.52     | 111     |  |  |
|   |          | DOE, MARCUS N.       | 6710JB463031000 | 060     | 64.00  | 1,313.28  | 256.82    | 1,570.10   | 111     |  |  |
|   |          | ORGN/JOB TOTAL       | 6710JB463031000 |         | 80.00  | 1,641.60  | 321.02    | 1,962.62   |         |  |  |
|   |          | OBJECT CLASS TOTALS: |                 |         |        | 1,641.60  | 321.02    | 1,962.62   |         |  |  |
|   |          |                      | 111             |         |        |           |           |            |         |  |  |
|   |          |                      | 113             |         |        |           |           |            |         |  |  |
|   |          |                      | 115             |         |        |           |           |            |         |  |  |
|   |          |                      | 118             |         |        |           |           |            |         |  |  |
|   |          |                      | 121             |         |        |           |           |            |         |  |  |
|   |          |                      | 130             |         |        |           |           |            |         |  |  |

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**Attachment 9 – OYP Organizational Labor Cost Report**

**Last Page**

|  |                            |   |   |
|--|----------------------------|---|---|
| PACKET PAGE: 49<br>REPORT ID: FWS16602 |                            | U.S. FISH AND WILDLIFE SERVICE<br>OFFICE OF YOUTH PROGRAMS<br>PAY PERIOD NUMBER 200406<br>ORGANIZATIONAL LABOR COST SUMMARY | RUN DATE: 03/11/2004<br>RUN TIME: 23:42<br>PAGE: 46 |
|  |                            | TOTALS  |   |
| DISBURSEMENT                           |                            | 234,526.13  |   |
| DISBURSEMENT DEPOSIT FUND              |                            |   |   |
| COLLECTIONS-TRAVEL ADVANCES            |                            |   |   |
| COLLECTIONS-QUARTERS                   |                            |   |   |
| COLLECTIONS-DEPOSIT FUNDS              |                            | 135.46-   |   |
| RECONCILIATION FIGURE                  |                            |   |   |
| TRANSACTION TOTAL THIS PP              |                            | 234,390.67  |   |
| OBJECT CLASS VERIFICATION TOTALS:      |                            |   |   |
|  | 111                        | 211,938.13  |   |
|  | 113                        | 13,617.58   |   |
|  | 115                        | 8,955.24  |   |
|  | 118                        |   |   |
|  | 121                        | 5.18  |   |
|  | 130                        |   |   |
| RECONCILIATION FIGURE                  |                            | 135.46-   |   |
|  | OBJECT CLASS TOTAL THIS PP | 234,390.67  |   |

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Attachment 10 – Bypassed OYP PAYPERS Records Transaction Report

|   |  |         |         |      |        |        |          |          |         |
|---|--|---------|---------|------|--------|--------|----------|----------|---------|
| U.S. FISH AND WILDLIFE SERVICE<br>BYPASSED OYP PAYPERS RECORDS TRANSACTION REPORT<br>(PAYROLL SCHEDULE: PR200401) |  |         |         |      |        |        |          |          |         |
| PACKET PAGE: 2  | RUN DATE: 01/06/2004<br>RUN TIME: 01:12<br>PAGE: 1 |         |         |      |        |        |          |          |         |
| REPORT ID: FWS16601   |  |         |         |      |        |        |          |          |         |
| H C SSN   | DRGN   | HOURS   | PAY AMT | CSC  | FICA   | HEALTH | FEGLI    | MEDICARE | FERS    |
| -----   |  |         |         |      |        |        |          |          |         |
| O40 XXXXXXXX  | 20183  | 6.00    | 92.10   |      |        |        |          |          |         |
| O40 XXXXXXXX  | 20183  | 4.50    | 92.34   |      |        |        |          |          |         |
| 101 XXXXXXXX  | 20183  | 58.50   |         |      |        |        |          |          |         |
| 101 XXXXXXXX  | 20183  | .25     |         |      |        |        |          |          |         |
| -----   |  |         |         |      |        |        |          |          |         |
| HOURS CODE GROUP  | HOURS  | PAY AMT | CSC     | FICA | HEALTH | FEGLI  | MEDICARE | FERS     | TSP-FID |
| -----   |  |         |         |      |        |        |          |          |         |
| COMPENSATORY  |  |         |         |      |        |        |          |          |         |
| DEDUCTION   |  |         |         |      |        |        |          |          |         |
| ALL OTHER   | 69.25  | 184.44  |         |      |        |        |          |          |         |
| TOTAL   | 69.25  | 184.44  |         |      |        |        |          |          |         |
| -----   |  |         |         |      |        |        |          |          |         |
| HOUR CODES 50A/50I/GRD/FRD/MED/MPT/DAS/OPT/DBT TOTAL:   |  |         |         |      |        |        |          |          |         |
| FINAL PAGE OF REPORT FWS16601   |  |         |         |      |        |        |          |          |         |

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**Attachment 11 – OYP Reconciliation Figure Detail Report**

|   |                |                                |         |       |           |                      |                    |
|---|----------------|--------------------------------|---------|-------|-----------|----------------------|--------------------|
| PACKET PAGE: 59                               |                | U.S. FISH AND WILDLIFE SERVICE |         |       |           | RUN DATE: 01/06/2004 |                    |
| REPORT ID: FWS16603                           |                | OFFICE OF YOUTH PROGRAMS       |         |       |           | RUN TIME: 01:12      |                    |
|   |                | PAY PERIOD NUMBER 200401       |         |       |           | PAGE: 1              |                    |
| OYP RECONCILIATION FIGURE DETAIL              |                |                                |         |       |           |                      |                    |
| ORG CODE                                      | EMPLOYEE NAME  | JOB COST NUMBER                | HRS CDE | HOURS | GROSS PAY | GOVT ADDS            | TOTAL COST OBJ CLS |
| 20183   | DOE , KAREN A. | 6710JB463111000                | RTN     |       | 90.80     | 6.78                 | 97.58 124          |
| RECONCILIATION FIGURE DETAIL TOTAL            |                |                                |         |       |           |                      |                    |
| (EITHER WAS NOT COVERED IN HOUR CODE CRITERIA |                |                                |         |       |           |                      |                    |
| OR OBJECT CLASS CRITERIA)                     |                |                                |         |       |           |                      |                    |
|   |                |                                |         |       |           |                      | 97.58              |

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**Attachment 12 – Monarch OYP Payroll Summary**

|    | orgnc | jobnum   | obj | grosspay    | govtadd    |
|----|-------|----------|-----|-------------|------------|
| 1  | 20183 | Null     | 113 | \$1,227.94  | \$93.94    |
| 2  |       | Null     | 115 | \$27.69     | \$2.12     |
| 3  |       | Subtotal |     | \$1,255.63  | \$96.06    |
| 4  |       |          |     |             |            |
| 5  |       | 63011000 | 111 | \$1,986.41  | \$708.58   |
| 6  |       | Subtotal |     | \$1,986.41  | \$708.58   |
| 7  |       |          |     |             |            |
| 8  |       | 63012000 | 111 | \$10,561.41 | \$3,402.19 |
| 9  |       | Subtotal |     | \$10,561.41 | \$3,402.19 |
| 10 |       |          |     |             |            |
| 11 |       | 63031000 | 111 | \$3,688.00  | \$908.85   |
| 12 |       | Subtotal |     | \$3,688.00  | \$908.85   |
| 13 |       |          |     |             |            |
| 14 |       | 63032000 | 111 | \$3,711.20  | \$784.35   |
| 15 |       | Subtotal |     | \$3,711.20  | \$784.35   |
| 16 |       |          |     |             |            |
| 17 |       | 63051000 | 111 | \$4,093.60  | \$1,311.61 |
| 18 |       | 63051000 | 115 | \$17.36     | \$1.26     |
| 19 |       | Subtotal |     | \$4,110.96  | \$1,312.87 |
| 20 |       |          |     |             |            |
| 21 |       | 63052000 | 111 | \$8,070.42  | \$2,094.50 |
| 22 |       | 63052000 | 115 | \$245.54    | \$17.52    |
| 23 |       | Subtotal |     | \$8,315.96  | \$2,112.02 |
| 24 |       |          |     |             |            |
| 25 |       | 63053000 | 111 | \$20,599.20 | \$5,713.79 |
| 26 |       | 63053000 | 113 | \$59.09     | \$11.43    |
| 27 |       | 63053000 | 115 | \$4,399.38  | \$328.82   |
| 28 |       | Subtotal |     | \$25,057.67 | \$6,054.04 |
| 29 |       |          |     |             |            |
| 30 |       | 63055000 | 111 | \$2,278.40  | \$906.17   |
| 31 |       | 63055000 | 115 | \$486.03    | \$34.97    |
| 32 |       | Subtotal |     | \$2,764.43  | \$941.14   |
| 33 |       |          |     |             |            |
| 34 |       | 63092000 | 111 | \$4,189.60  | \$1,471.09 |
| 35 |       | 63092000 | 113 | \$590.88    | \$45.20    |
| 36 |       | 63092000 | 115 | \$1,060.32  | \$76.49    |
| 37 |       | Subtotal |     | \$5,840.80  | \$1,592.78 |
| 38 |       |          |     |             |            |
| 39 |       | 63093000 | 111 | \$2,325.60  | \$694.26   |
| 40 |       | 63093000 | 115 | \$86.28     | \$6.31     |
| 41 |       | Subtotal |     | \$2,411.88  | \$700.57   |
| 42 |       |          |     |             |            |
| 43 |       | 63094000 | 111 | \$1,250.40  | \$326.90   |
| 44 |       | 63094000 | 115 | \$140.70    | \$10.54    |
| 45 |       | Subtotal |     | \$1,391.10  | \$337.44   |
| 46 |       |          |     |             |            |
| 47 |       |          |     |             |            |
| 48 |       |          |     |             |            |

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**Attachment 13 – Payroll Cost Structure Summary for OYP**

**Page 1**

| U.S. Fish and Wildlife Service<br>Office of Youth Programs-Job Corps<br>Payroll Cost Structure Summary |          |      |        |                               |                |               |           |     |
|--|----------|------|--------|-------------------------------|----------------|---------------|-----------|-----|
| Disbursement Office: SFDO  |          |      |        | Trans Type: JC                |                | ALC: 14160007 |           |     |
| Pay Period: PP 2004-01   |          |      |        | Examiner & Date: HMF 1/7/2004 |                |               |           |     |
| Document NO: S467090401A   |          |      |        | Batch ID NO: PR-6-007HF1      |                |               |           |     |
| Ref Doc NO:  |          |      |        | Vendor Code: PR-0             |                |               |           |     |
| Line   | Ref Line | BFY  | Fund   | Budget Org                    | Job No         | BOC           | Amount    | P/F |
| 1  |          | 2004 | JB JC4 | 93532                         | 6301 7301-1000 | 111A          | 1,866.40  |     |
| 2  |          | 2004 | JB JC4 | 93532                         | 6301 7301-2000 | 111A          | 8,954.40  |     |
|  |          | 2004 | JB JC4 | 93532                         | 6301 7301-2000 | 115A          | -         |     |
|  |          | 2004 | JB JC4 | 93532                         | 6301 7301-3000 | 111A          | -         |     |
|  |          | 2004 | JB JC4 | 93532                         | 6301 7301-3000 | 113A          | -         |     |
|  |          | 2004 | JB JC4 | 93532                         | 6301 7301-3000 | 115A          | -         |     |
| 3  |          | 2004 | JB JC4 | 93532                         | 6303 7303-1000 | 111A          | 4,114.40  |     |
| 4  |          | 2004 | JB JC4 | 93532                         | 6303 7303-2000 | 111A          | 8,706.40  |     |
|  |          | 2004 | JB JC4 | 93532                         | 6303 7303-3000 | 113A          | -         |     |
|  |          | 2004 | JB JC4 | 93532                         | 6303 7303-3000 | 115A          | -         |     |
| 5  |          | 2004 | JB JC4 | 93532                         | 6305 7305-1000 | 111A          | 2,380.80  |     |
| 6  |          | 2004 | JB JC4 | 93532                         | 6305 7305-2000 | 111A          | 3,688.00  |     |
|  |          | 2004 | JB JC4 | 93532                         | 6305 7305-2000 | 113A          | -         |     |
| 7  |          | 2004 | JB JC4 | 93532                         | 6305 7305-3000 | 111A          | 21,611.21 |     |
|  |          | 2004 | JB JC4 | 93532                         | 6305 7305-3000 | 113A          | -         |     |
|  |          | 2004 | JB JC4 | 93532                         | 6305 7305-3000 | 115A          | -         |     |
| 8  |          | 2004 | JB JC4 | 93532                         | 6305 7305-4000 | 111A          | 1,791.21  |     |
| 9  |          | 2004 | JB JC4 | 93532                         | 6305 7305-5000 | 111A          | 5,799.52  |     |
|  |          | 2004 | JB JC4 | 93532                         | 6305 7305-5000 | 113A          | -         |     |
|  |          | 2004 | JB JC4 | 93532                         | 6305 7305-5000 | 115A          | -         |     |
| 10   |          | 2004 | JB JC4 | 93532                         | 6305 7305-6000 | 111A          | 736.48    |     |
| 11   |          | 2004 | JB JC4 | 93532                         | 6305 7305-6000 | 113A          | 3,270.81  |     |
| 12   |          | 2004 | JB JC4 | 93532                         | 6305 7305-6000 | 115A          | 1,774.58  |     |
| 13   |          | 2004 | JB JC4 | 93532                         | 6309 7309-1000 | 111A          | 1,499.20  |     |
| 14   |          | 2004 | JB JC4 | 93532                         | 6309 7309-2000 | 111A          | 1,370.40  |     |
|  |          | 2004 | JB JC4 | 93532                         | 6309 7309-2000 | 115A          | -         |     |
| 15   |          | 2004 | JB JC4 | 93532                         | 6309 7309-3000 | 111A          | 1,032.00  |     |
|  |          | 2004 | JB JC4 | 93532                         | 6309 7309-3000 | 115A          | -         |     |
|  |          | 2004 | JB JC4 | 93532                         | 6309 7309-5000 | 111A          | -         |     |
| 16   |          | 2004 | JB JC4 | 93532                         | 6309 7309-5000 | 113A          | 2,573.28  |     |
| 17   |          | 2004 | JB JC4 | 93532                         | 6311 7311-1000 | 111A          | 2,046.40  |     |
| 18   |          | 2004 | JB JC4 | 93532                         | 6311 7311-5000 | 111A          | 1,791.20  |     |
| 19   |          | 2004 | JB JC4 | 93532                         | 6311 7311-5000 | 113A          | 1,220.00  |     |
| 20   |          | 2004 | JB JC4 | 93532                         | 6311 7311-7000 | 111A          | 212.52    |     |
| 21   |          | 2004 | JB JC4 | 93532                         | 6311 7311-7000 | 115A          | 4.48      |     |

**Division of Financial Management Operating Instructions**  
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**Attachment 13 – Payroll Cost Structure Summary for OYP**

**Page 2**

|    |             |       |                        |      |                  |
|----|-------------|-------|------------------------|------|------------------|
| 22 | 2004 JB JC4 | 93532 | 6315 7315-1000         | 111A | <b>3,345.60</b>  |
| 23 | 2004 JB JC4 | 93532 | 6315 7315-2000         | 111A | <b>8,707.48</b>  |
|    | 2004 JB JC4 | 93532 | 6315 7315-2000         | 113A | -                |
|    | 2004 JB JC4 | 93532 | 6315 7315-2000         | 115A | -                |
| 24 | 2004 JB JC4 | 93532 | 6315 7315-3000         | 111A | <b>1,741.60</b>  |
|    | 2004 JB JC4 | 93532 | 6315 7315-4000         | 111A | -                |
| 25 | 2004 JB JC4 | 93532 | 6315 7315-4000         | 113A | <b>480.63</b>    |
|    | 2004 JB JC4 | 93532 | 6315 7315-4000         | 115A | -                |
|    | 2004 JB JC4 | 93532 | 6318 7318-2000         | 111A | -                |
|    | 2004 JB JC4 | 93532 | 6318 7318-2000         | 113A | -                |
| 26 | 2004 JB JC4 | 93532 | 6318 7318-3000         | 113A | <b>2,025.44</b>  |
|    | 2004 JB JC4 | 93532 | 6318 7318-3000         | 115A | -                |
|    |             |       | <b>Total Gross Pay</b> |      | <b>92,744.44</b> |

**Division of Financial Management Operating Instructions**  
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**Attachment 14 – Field Station Personnel List**

|  |      |  |      |
|--|------|--|------|
| <b>Mingo JCC – 93532/33545</b><br>(Revised 09/24/03) |      |  |      |
| <b><u>6301/7301 – Education</u></b>                  |      | <b><u>6305/7305 – Social Skills</u></b>          |      |
| Bergmann, Judith K.                                  | 2000 | Montgomery, Amy B.                               | 4000 |
| Cooper, Gary L.                                      | 2000 | Neighbors, Bradley J.                            | 3000 |
| Denkins, Pamela K.                                   | 1000 | Parsons, Rodney D.                               | 6000 |
| Dodd, Thomas R.                                      | 2000 | Rivers, Carolyn L.                               | 6000 |
| Faries, Ronald J.                                    | 2000 | Stewart, Clarence L.                             | 5000 |
| Fritts, James R.                                     | 2000 | Sutter, Stephen A.                               | 3000 |
| Williamson, Debra J.                                 | 3000 | Vaughn, Daryl E.                                 | 3000 |
| *OT/Awards/SP/ND/HW                                  | 3000 | Waldner, Robert C.                               | 5000 |
|  |      | *OT/Awards/SP/ND/HW                              | 6000 |
| <b><u>6303/7303 – Vocational</u></b>                 |      | <b><u>6309/7309 – Support Services</u></b>       |      |
| Clinton, Wendell                                     | 1000 | Clark, Joyce K.                                  | 2000 |
| Kirby, Lonnie O.                                     | 2000 | Crook, Etta J.                                   | 5000 |
| Prenger, Cletus J.                                   | 1000 | Edwards, Gordan D.                               | 3000 |
| Neighbors, Debra K.                                  | 2000 | Ketcherside, Jerrie A.                           | 5000 |
| Ross, Becki S.                                       | 2000 | Payne, Betty S.                                  | 5000 |
| Stinson, Douglas R.                                  | 2000 | Price, Ronald L.                                 | 2000 |
| Teskey, Dorothy J.                                   | 2000 | Stoops, Barbara A.                               | 2000 |
| *OT/Awards/SP/ND/HW                                  | 3000 | *OT/Awards/SP/ND/HW                              | 5000 |
| <b><u>6305/7305 – Social Skills</u></b>              |      | <b><u>6311/7311 – Medical/Dental</u></b>         |      |
| Altman, Jay J.K.                                     | 3000 | Brewer, Sheila                                   | 1000 |
| Barnfield, Lori A.                                   | 3000 | Schoor, Maureen V.                               | 5000 |
| Bates, Terri L.                                      | 6000 | *OT/Awards/SP/ND/HW                              | 7000 |
| Bush, Aaron II                                       | 3000 |  |      |
| Carver, Carl W.                                      | 6000 | <b><u>6315/7315 – Administration</u></b>         |      |
| Clanahan, Gregory L.                                 | 5000 | Barnfield, Nancy A.                              | 2000 |
| Cole Jr., Lamar                                      | 3000 | Barth, Robert W.                                 | 3000 |
| Davis, Jeannie P.                                    | 6000 | Caudel, Kristi D.                                | 2000 |
| Delesline, Kenith                                    | 2000 | Dunivan, Kathleen A.                             | 2000 |
| Fowler, Stephen R.                                   | 1000 | Foster, Brenda L.                                | 2000 |
| Gaines, Lonnie J.                                    | 3000 | Hamann, Lance A.                                 | 2000 |
| Gant, Joyce K.                                       | 3000 | Riggle, William D.                               | 1000 |
| Griffin, Stacey R.                                   | 2000 | Worthy, Belinda F.                               | 4000 |
| Hampton, David L.                                    | 6000 | Wright, Carol D.                                 | 2000 |
| Hancock, Jeanne M.                                   | 3000 | *OT/Awards/SP/ND/HW                              | 4000 |
| Harris, Cindy K.                                     | 6000 |  |      |
| Hendrix, Ginger M.                                   | 6000 | <b><u>6318/7318 - Facilities Maintenance</u></b> |      |
| Hutchison, Norman R.                                 | 6000 | Richmond, Jackie D.                              | 2000 |
| Lang, Keith A.                                       | 3000 | Stilts, Jackie D.                                | 3000 |
| Little, James R.                                     | 3000 | *OT/Awards/SP/ND/HW                              | 3000 |
| Littrell, Karen R.                                   | 6000 |  |      |
| Mayberry, Pamela S.                                  | 3000 |  |      |
| McLean, Rickey S.                                    | 3000 |  |      |
| Menley, Brenda G.                                    | 3000 |  |      |

**Division of Financial Management Operating Instructions**  
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**Attachment 15 – No Check Disbursement Document Table**

|  |  |             |          |
|--|--|-------------|----------|
| STATUS: ACCTP<br>H-                    | DOCID: PR 6 S467090326A<br>BATID: PR 6 358HF1 ORG: |             |          |
| NO CHECK DISBURSEMENT DOCUMENT         |  |             |          |
| NC DATE:                               | ACCTG PD: 03 2004 BUDGET FY: 2004 FUND: JC4        |             |          |
| ACTION:                                | TRANS TYPE: JC COMMENTS: 358HF1                    |             |          |
| VENDOR CODE: PR                        | O NAME: PAYROLL                                    |             |          |
| DISBURSING OFFICE: SFDO                | DOCUMENT TOTAL: 97018.81                           |             |          |
| AGREEMENT #:                           | REF DOC #:   | IN IND:     |          |
| FIELD 1:                               | FIELD 2:   | FIELD 3:    | FIELD 4: |
| DESCRIPTION: PP 2003-26                |  |             |          |
| A--*HS60-DOCUMENT MARKED FOR READ ONLY |  |             |          |
| 4- <sup>6</sup>                        | 1 Sess-1   | 199.5.236.1 | 1/2      |

|                      |  |                       |          |
|----------------------|--|-----------------------|----------|
| STATUS: ACCTP<br>01- | DOCID: PR 6 S467090326A<br>BATID: PR 6 358HF1 ORG: | 001-001 OF 028        |          |
| LINE #: 001          | TRANS TYPE:  | LOG DATE:             |          |
| REF DOC #:           | REF DOC LINE:                                      | ACCP DATE:            |          |
| VENDOR INV #:        | INV LINE:  | INV DATE:             |          |
| BUDGET FY:           | FUND:  | BUDGET ORG/SUB: 93532 |          |
| COST ORG/SUB:        | PROGRAM: 7301                                      | BOC/SUB: 111A         |          |
| JOB NUMBER: 73011000 | REPT CATG:   | GL ACCOUNT:           |          |
| REV SRCE/SUB:        | CLOSED BFYS:                                       | CLOSED FUND:          |          |
| DESCR: 2003-26       |  |                       |          |
| INT REASON:          | AMOUNT: 1866.40                                    | I/D: P/F:             |          |
| QUANTITY: 0.00       | ADV:   | IN IND:               |          |
| OUTS REF AMT:        | 0.00   | PURCHASE AUTH:        |          |
| FA NUMBER:           | FA TYPE:   | BETT #: ACQ METH:     |          |
| FIELD 5:             | FIELD 6:   | FIELD 7:              | FIELD 8: |
| 4- <sup>6</sup>      | 1 Sess-1   | 199.5.236.1           | 1/2      |

|                      |  |                       |          |
|----------------------|--|-----------------------|----------|
| STATUS: ACCTP<br>01- | DOCID: PR 6 S467090326A<br>BATID: PR 6 358HF1 ORG: | 002-002 OF 028        |          |
| LINE #: 002          | TRANS TYPE:  | LOG DATE:             |          |
| REF DOC #:           | REF DOC LINE:                                      | ACCP DATE:            |          |
| VENDOR INV #:        | INV LINE:  | INV DATE:             |          |
| BUDGET FY:           | FUND:  | BUDGET ORG/SUB: 93532 |          |
| COST ORG/SUB:        | PROGRAM: 7301                                      | BOC/SUB: 111A         |          |
| JOB NUMBER: 73012000 | REPT CATG:   | GL ACCOUNT:           |          |
| REV SRCE/SUB:        | CLOSED BFYS:                                       | CLOSED FUND:          |          |
| DESCR: 2003-26       |  |                       |          |
| INT REASON:          | AMOUNT: 8904.80                                    | I/D: P/F:             |          |
| QUANTITY: 0.00       | ADV:   | IN IND:               |          |
| OUTS REF AMT:        | 0.00   | PURCHASE AUTH:        |          |
| FA NUMBER:           | FA TYPE:   | BETT #: ACQ METH:     |          |
| FIELD 5:             | FIELD 6:   | FIELD 7:              | FIELD 8: |
| 4- <sup>6</sup>      | 1 Sess-1   | 199.5.236.1           | 1/2      |

Division of Financial Management Operating Instructions  
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Attachment 16 – IPAC Data Entry Form

Page 1

IPAC DATA ENTRY FORM – JOB CORPS

Document Ref No: 47000086 Accomplished Date: 11-10-03

.....  
Contact Name/Phone/Email: Heidi Fohs 303-984-6837 heidi\_fohs@fws.gov

Origination ALC: 14160007 Customer ALC: 14160006

Sender Treasury Acct Symbol: 14163/40174.16 Receiver Dept Code: 14

Purchase Order No: See Description Invoice/Bill No: See Description

Obligating Document No: See Description

Job (Project) No: \_\_\_\_\_

Quantity: 1 Unit Price: 1029.57 Detail/IPAC Amt: 1029.57

Pay Flag: P or F Unit of Issue: ea

Transaction Description/Miscellaneous Information:

Fire fighting expenses from Mingo Job Corps Center for PP 2003-23 to be charged

To BFY 2003 – 33545-9261-317362X5. Support documentation to follow up by mail.

\_\_\_\_\_  
\_\_\_\_\_

## Page 2

[illegible]

## Page 3

[illegible]

11/10/2003

**Division of Financial Management Operating Instructions  
Processing Payroll – A21  
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**Attachment 16 – IPAC Data Entry Form**

**Page 4**

| IPAC TRANSACTION   |                                  |                     |                                |               |
|--|----------------------------------|---------------------|--------------------------------|---------------|
| Originating ALC  | Customer ALC                     | Submitter ALC       | COLLECTION                     |               |
| 14160007   | 14160006                         |                     |                                |               |
| Document Reference Number  | Summary Amount                   |                     |                                |               |
| 47000086   | \$1,029.57                       |                     |                                |               |
| Accomplished Date  | Accounting Date                  | Number of Detail(s) | Originator DO Symbol           |               |
| 11/10/2003   | 11/30/2003                       | 1                   | X0470                          |               |
| ALC Contact  |                                  |                     | Contact Phone                  |               |
| Heidi M Fohs   |                                  |                     | 303-984-6837                   |               |
| Contact Email  |                                  |                     |                                |               |
| heidi_fohs@fws.gov   |                                  |                     |                                |               |
| Detail Number  | Receiver Treasury Account Symbol | Receiver DUNS+4     | Sender Treasury Account Symbol | Sender DUNS+4 |
| 1  |                                  |                     | 14163/40174.16                 |               |
| Purchase Order Number  |                                  | Invoice Number      |                                |               |
| See Description  |                                  | See Description     |                                |               |
| Obligating Document Number   |                                  | Requisition Number  | Contract Number                |               |
| See Description  |                                  |                     |                                |               |
| CLIN   | Jas Number                       |                     |                                |               |
| ACT(trace number)  | Job (Project) Number             | Pay Flag            | Receiver Dept Code             |               |
|  |                                  | P                   | 14                             |               |
| Unit of Issue  | Quantity                         | Unit Price          | Detail Amount                  |               |
| ea   | 1                                | \$1,029.57          | \$1,029.57                     |               |
| ACRN   | Accounting Classification Code   | FSN/AAA/ADSN        | DOD Activity Address Code      |               |
|  | 33545-9261-317362X5              | 0                   |                                |               |
| Transaction Contact  |                                  | Contact Phone       |                                |               |
| Heidi Fohs   |                                  | 303-984-6837        |                                |               |
| Transaction Description  | Miscellaneous Information        |                     |                                |               |
| Fire Fighting expenses from Mingo Job Corps Center for PP 2003-23 to be charged to BFY 2003 - 33545-9261-317362X5. Support documentation to follow-up by mail. |                                  |                     |                                |               |
| 1 of 2   |                                  |                     | 11/10/03                       |               |
| Report Requested by: Heidi M. Fohs   |                                  |                     | I_1_0_1_1_OnePC_e.rod          |               |

## Page 5

| IPAC TRANSACTION                                 |              |                       |                   |
|--|--------------|-----------------------|-------------------|
| Sender Standard General Ledger (SGL) Information |              |                       |                   |
| SGL Category                                     | Federal Flag | SGL Account           | Amount            |
| 30C  | F            | 1010                  | \$1,029.57 Debit  |
| 24D  | F            | 6100                  | \$1,029.57 Credit |
| Sender SGL Comments                              |              | Receiver SGL Comments |                   |

2 of 2

11/10/03

Report Requested by: Heidi M. Fohs

L\_1\_0\_1\_1\_OnePC\_e.rad

Division of Financial Management Operating Instructions  
Processing Payroll - A21  
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Attachment 17 - Summary Detail from FPPS Calculation Report

Page 1

|   |                                      |                        |  |     |
|---|--------------------------------------|------------------------|--|-----|
| 02/27/04 FRI 10:28 FAX 3036965462         |                                      | NBC- REVIEW & ANALYSIS |  | 002 |
| REPORT ID: F0D200                         | PAYROLL ACCOUNTING SYSTEM            |                        |  |     |
| RUN DATE: 02/26/2004                      | SUMMARY DETAIL FROM FPPS CALCULATION |                        |  |     |
|   | FOR PAY PERIOD 200405                |                        |  |     |
|   | FOR AGENCY: FWS                      |                        |  |     |
| -----DESCRIPTION-----                     | -----AMOUNT-----                     |                        |  |     |
| EMPLOYER PAYROLL DISBURSEMENTS            | 12,449,763.32                        |                        |  |     |
| EMPLOYEE NET DISBURSEMENT                 | 12,446,428.02                        |                        |  |     |
| UNION DUES DISBURSE                       | 1,086.30                             |                        |  |     |
| ASSOCIATION DUES                          | 249.00                               |                        |  |     |
| FEDERAL TAX DEDUCTIONS                    | 4,664,138.64                         |                        |  |     |
| STATE TAX DEDUCTIONS                      | 695,218.52                           |                        |  |     |
| LOCAL TAX DEDUCTIONS                      | 1,550.40                             |                        |  |     |
| CHARITY DEDUCTIONS                        | 15,843.35                            |                        |  |     |
| DEBT ADMIN DEDUCTIONS                     | .00                                  |                        |  |     |
| DISCRETIONARY ALLOT EXTERNAL              | 608,558.05                           |                        |  |     |
| GARISHMENT ADMIN FEE                      | .00                                  |                        |  |     |
| NON DISCRET ALLOT EXTERNAL                | 31,748.22                            |                        |  |     |
| SAVINGS BOND DEDUCTIONS                   | 48,185.00                            |                        |  |     |
| SURPLUS PAYMENT DEDUCTIONS                | .00                                  |                        |  |     |
| OPM DEDUCTIONS                            | 4,959,319.53                         |                        |  |     |
| THRIET DEDUCTIONS                         | 2,523,177.52                         |                        |  |     |
| EUTOUT (PC 202 / 203)                     | .00                                  |                        |  |     |
| UNPAID DECREASED COMPENSATION (PC 900)    | .00                                  |                        |  |     |
| SUSPENSE                                  |                                      |                        |  |     |
| CASH COLLECTIONS (PC 64A)                 | 936.58                               |                        |  |     |
| REISSUED PAYMENTS (PC RIC & LFC)          | 100.00                               |                        |  |     |
| ABERRICARY PAYMENTS (PC 908)              | 7,587.12                             |                        |  |     |
| SUMMER PAYOUT PAYMENTS (PC 698)           | .00                                  |                        |  |     |
| MISC-OFFSET                               | 1,016.35                             |                        |  |     |
| SUSPENSE                                  | 148.80                               |                        |  |     |
| TOTAL CHARGE TO APPROPRIATION             | 25,988,421.30                        |                        |  |     |
| EMPLOYERS LIABILITY TO BUREAU:            |                                      |                        |  |     |
| --- QUARTERS-OTHER DEDUCTIONS             | 88,772.72                            |                        |  |     |
| --- NON DISC ALLOTMENTS                   | 2,488.99                             |                        |  |     |
| --- ADVANCE RECOVERY                      | 269,236.75                           |                        |  |     |
| --- DISCRET ALLOTMENTS                    | 5,877.44                             |                        |  |     |
| TOTAL PAYROLL (GROSS PAY + GOVT ADDITVBS) | 26,358,787.20                        |                        |  |     |
|   |                                      | 26,358,787.20          |  |     |
|   |                                      | 000                    |  |     |
|   |                                      | 9,651,000.00           |  |     |
|   |                                      | 225,000.00             |  |     |
|   |                                      | 9,876,000.00           |  |     |
|   |                                      | 257,876,000.00         |  |     |
|   |                                      | 000                    |  |     |
|   |                                      | 26,120,910,700.00      |  |     |
|   |                                      | 26,358,787.20          |  |     |

**Division of Financial Management Operating Instructions  
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Cost Accounting Section**

**Attachment 17 – Page 2 – Organizational Labor Cost Summary Report**

|  |     |   |            |   |  |
|--|-----|---|------------|---|--|
| PACKET PAGE: 51<br>REPORT ID: FWS16602 |     | U.S. FISH AND WILDLIFE SERVICE<br>OFFICE OF YOUTH PROGRAMS<br>PAY PERIOD NUMBER 200405<br>ORGANIZATIONAL LABOR COST SUMMARY |            | RUN DATE: 03/02/2004<br>RUN TIME: 02:20<br>PAGE: 48 |  |
|  |     |   | TOTALS     |   |  |
|  |     |   | 237,877.50 |   |  |
| DISBURSEMENT                           |     |   |            |   |  |
| DISBURSEMENT DEPOSIT FUND              |     |   |            |   |  |
| COLLECTIONS-TRAVEL ADVANCES            |     |   |            |   |  |
| COLLECTIONS-QUARTERS                   |     |   |            |   |  |
| COLLECTIONS-DEPOSIT FUNDS              |     |   | 225.76-    |   |  |
| RECONCILIATION FIGURE                  |     |   |            |   |  |
| TRANSACTION TOTAL THIS PP              |     |   | 237,651.74 |   |  |
| OBJECT CLASS VERIFICATION TOTALS:      |     |   |            |   |  |
|  | 111 |   | 212,155.28 |   |  |
|  | 113 |   | 15,552.76  |   |  |
|  | 115 |   | 9,808.24   |   |  |
|  | 118 |   |            |   |  |
|  | 121 |   | 361.22     |   |  |
|  | 130 |   |            |   |  |
| RECONCILIATION FIGURE                  |     |   | 225.76-    |   |  |
| OBJECT CLASS TOTAL THIS PP             |     |   | 237,651.74 |   |  |

**Division of Financial Management Operating Instructions  
Processing Payroll - A21  
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**Attachment 17 - Page 3 - Cash to PAYPERS Balancing Report**

| TREASURY SYMBOL | AMOUNT      |
|-----------------|-------------|
| 14F3875.16      | 139,015.20- |
| 14X1611         | 163,387.19- |
| 14X1612         | 389,204.28- |
| 14X1696         | 6,880.31-   |
| 14X5020         | 255,646.18- |
| 14X5029         | 197,772.90- |
| 14X5050         | 9,229.49-   |
| 14X5050.1       | 90,918.17   |
| 14X5091         | 41,747.28-  |
| 14X5137         | 223,938.64- |
| 14X5143         | 31,630.30-  |
| 14X5241         | 46,418.94-  |
| 14X5474         | 33,548.81-  |
| 14X5475         | 1,080.03-   |
| 4-8 1 Sess-1    | 199.5.236.1 |

COMMAND ==> 20040304 022950  
FWS65001  
REPORT ID: FWS65001

SCROLL ==> SCREEN  
P 2 R 1 C 1  
U.S. FISH AND WILDLIFE SERVIC  
CASH TO PAYPERS BALANCING REPO

PAY PERIOD: PP0405

| TREASURY SYMBOL | AMOUNT         |
|-----------------|----------------|
| 142/31611       | 2,606.80-      |
| 143/41611       | 14,013.10-     |
| 144/51611       | 22,627,072.73- |
| 146/25252       | 44,503.76-     |
| 1469X8083.16    | 31,777.87-     |
| 149/01611       | 208.00-        |
| GRAND TOTAL     | 25,764,381.12- |

4-8 1 Sess-1 199.5.236.1 2/15

COMMAND ==> 20040304 022950  
FWS65001

|              |               |
|--------------|---------------|
| 14X5479      | 4,710.15-     |
| 14X5495      | 3,106.22-     |
| 14X5496      | 21,535.09-    |
| 14X8151      | 214,077.20-   |
| 14X8216      | 18,051.43-    |
| 140/11611    | 286.58-       |
| 141/21611    | 90.24-        |
| 1412X1105.16 | 2,486.70-     |
| 1414X1121.16 | 29,367.74-    |
| 1414X1125.16 | 1,151,319.35- |
| 1414X1618.16 | 50,971.36-    |
| 1414X5198.16 | 99,615.42-    |

**Attachment 17 – Page 4 – Payroll Input/Output Compare Summary Report**

|                 |     |                     |               |                                 |      |                                      |      |                      |      |                 |      |             |  |
|-----------------|-----|---------------------|---------------|---------------------------------|------|--------------------------------------|------|----------------------|------|-----------------|------|-------------|--|
| PACKET: PAGE: 2 |     | REPORT ID: FWS10801 |               | U. S. FISH AND WILDLIFE SERVICE |      | PAYROLL INPUT/OUTPUT COMPARE SUMMARY |      | RUN DATE: 03/04/2004 |      | RUN TIME: 02:07 |      | PAGE: 1     |  |
| HOURS           |     | A                   |               | D                               |      | E                                    |      | F                    |      | G               |      | H           |  |
| CODE            |     | (B + C)             |               | INPUT                           |      | POSTED                               |      | SKIPPED              |      | COLLECTION      |      | (E + F + H) |  |
|                 |     | TOTAL               |               | ACTUALS                         |      | SUBUREAU                             |      | RECORDS              |      | TOTAL           |      | DIFFERENCE  |  |
|                 |     |                     |               |                                 |      |                                      |      |                      |      |                 |      |             |  |
| ADV             | 1   | 1,712.40            | 12,823.43     | 12,823.43                       | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 12,823.43       | 0.00 | 0.00        |  |
| ALR             |     | 124.39              | 124.39        | 124.39                          | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 124.39          | 0.00 | 0.00        |  |
| CSS             |     | 73.36-              | 73.36-        | 73.36-                          | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 73.36-          | 0.00 | 0.00        |  |
| DBT             |     | 4,309.25            | 4,309.25      | 4,309.25                        | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 4,309.25        | 0.00 | 0.00        |  |
| DRZ             |     | 0.00                | 0.00          | 0.00                            | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 0.00            | 0.00 | 0.00        |  |
| EPB             | 19: | 92,013.66           | 4,309.25      | 4,309.25                        | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 4,309.25        | 0.00 | 0.00        |  |
| EPB             |     | 9,509.10            | 192,013.66    | 192,013.66                      | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 192,013.66      | 0.00 | 0.00        |  |
| FEF             | 1   | 11,642.73           | 9,509.10      | 9,509.10                        | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 9,509.10        | 0.00 | 0.00        |  |
| FEF             |     | 11,642.73           | 11,590.76     | 11,590.76                       | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 11,590.76       | 0.00 | 0.00        |  |
| FFI             | 10: | 05,918.09           | 101,723.33    | 101,723.33                      | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 101,723.33      | 0.00 | 0.00        |  |
| FFI             |     | 1,712.40            | 1,712.40      | 1,712.40                        | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 1,712.40        | 0.00 | 0.00        |  |
| FLS             |     | 54,703.21           | 54,420.01     | 54,420.01                       | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 54,420.01       | 0.00 | 0.00        |  |
| FLS             |     | 65.79               | 65.79         | 65.79                           | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 65.79           | 0.00 | 0.00        |  |
| IFG             |     | 592.30              | 592.30        | 592.30                          | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 592.30          | 0.00 | 0.00        |  |
| INT             |     | 19,653.75           | 19,653.75     | 19,653.75                       | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 19,653.75       | 0.00 | 0.00        |  |
| LS1             |     | 3,671.47            | 3,671.47      | 3,671.47                        | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 3,671.47        | 0.00 | 0.00        |  |
| LS3             |     | 0.38                | 0.38          | 0.38                            | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 0.38            | 0.00 | 0.00        |  |
| MSA             |     | 286.91              | 286.91        | 286.91                          | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 286.91          | 0.00 | 0.00        |  |
| MPS             |     | 6.07                | 6.07          | 6.07                            | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 6.07            | 0.00 | 0.00        |  |
| MPS             |     | 1,221.29            | 1,221.29      | 1,221.29                        | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 1,221.29        | 0.00 | 0.00        |  |
| DGS             |     | 25.94               | 25.94         | 25.94                           | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 25.94           | 0.00 | 0.00        |  |
| DRG             |     | 73.36               | 73.36         | 73.36                           | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 73.36           | 0.00 | 0.00        |  |
| DRG             |     | 2.78                | 2.78          | 2.78                            | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 2.78            | 0.00 | 0.00        |  |
| PNG             |     | 413.64              | 413.64        | 413.64                          | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 413.64          | 0.00 | 0.00        |  |
| RCC             |     | 0.00                | 0.00          | 0.00                            | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 0.00            | 0.00 | 0.00        |  |
| RCC             |     | 5,674.33            | 5,674.33      | 5,674.33                        | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 5,674.33        | 0.00 | 0.00        |  |
| SFA             |     | 6,319.26            | 6,319.26      | 6,319.26                        | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 6,319.26        | 0.00 | 0.00        |  |
| SFB             |     | 2,878.18            | 2,878.18      | 2,878.18                        | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 2,878.18        | 0.00 | 0.00        |  |
| TRN             |     | 19,899,950.85       | 19,899,950.85 | 19,899,950.85                   | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 19,899,950.85   | 0.00 | 0.00        |  |
| OIC             |     | 1,243.38            | 1,243.38      | 1,243.38                        | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 1,243.38        | 0.00 | 0.00        |  |
| OIC             |     | 985,095.12          | 985,095.12    | 985,095.12                      | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 985,095.12      | 0.00 | 0.00        |  |
| O20             |     | 2,442.65            | 2,442.65      | 2,442.65                        | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 2,442.65        | 0.00 | 0.00        |  |
| O25             |     | 2,711.38            | 2,711.38      | 2,711.38                        | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 2,711.38        | 0.00 | 0.00        |  |
| O3F             |     | 688,483.52          | 688,483.52    | 688,483.52                      | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 688,483.52      | 0.00 | 0.00        |  |
| O30             |     | 226.81              | 226.81        | 226.81                          | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 226.81          | 0.00 | 0.00        |  |
| O38             |     | 8,641.45            | 8,641.45      | 8,641.45                        | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 8,641.45        | 0.00 | 0.00        |  |
| O4A             |     | 207,385.74          | 207,385.74    | 207,385.74                      | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 207,385.74      | 0.00 | 0.00        |  |
| O40             |     | 222,170.62          | 222,170.62    | 222,170.62                      | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 222,170.62      | 0.00 | 0.00        |  |
| O41             |     | 1,334.99            | 1,334.99      | 1,334.99                        | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 1,334.99        | 0.00 | 0.00        |  |
| O42             |     | 2,533,650.64        | 2,533,650.64  | 2,533,650.64                    | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 2,533,650.64    | 0.00 | 0.00        |  |
| O50             |     | 59,736.91           | 59,736.91     | 59,736.91                       | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 | 59,736.91       | 0.00 | 0.00        |  |
| O51             |     |                     |               |                                 | 0.00 | 0.00                                 | 0.00 | 0.00                 | 0.00 |                 | 0.00 | 0.00        |  |

Division of Financial Management Operating Instructions  
Processing Payroll – A21  
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Attachment 17 – Page 5 – Payroll Input/Output Compare Summary Report

| PACKET PAGE: 3      |            |      | U. S. FISH AND WILDLIFE SERVICE      |            |          |            | RUN DATE: 03/04/2004 |            |
|---------------------|------------|------|--------------------------------------|------------|----------|------------|----------------------|------------|
| REPORT ID: FWS10801 |            |      | PAYROLL INPUT/OUTPUT COMPARE SUMMARY |            |          |            | RUN TIME: 02:07      |            |
|                     |            |      | PAY PERIOD 200405                    |            |          |            | PAGE: 2              |            |
| A                   | B          | C    | D                                    | E          | F        | G          | H                    | I          |
| HOURS               | FPPS       | FVC  | (B + C)                              | POSTED     | SKIPPED  | COLLECTION | (E + F + H)          | (D - H)    |
| CODE                |            |      | TOTAL                                | ACTUALS    | SUBREAU  | RECORDS    | TOTAL                | DIFFERENCE |
| 052                 | 214.04     | 0.00 | 214.04                               | 214.04     | 0.00     | 0.00       | 214.04               | 0.00       |
| 060                 | 24,652.52  | 0.00 | 24,652.52                            | 22,851.72  | 0.00     | 0.00       | 24,652.52            | 0.00       |
| 061                 | 5,604.64   | 0.00 | 5,604.64                             | 5,604.64   | 1,800.80 | 0.00       | 5,604.64             | 0.00       |
| 068                 | 770.60     | 0.00 | 770.60                               | 770.60     | 0.00     | 0.00       | 770.60               | 0.00       |
| 069                 | 10,665.49  | 0.00 | 10,665.49                            | 10,665.49  | 0.00     | 0.00       | 10,665.49            | 0.00       |
| 070                 | 9,406.59   | 0.00 | 9,406.59                             | 9,406.59   | 0.00     | 0.00       | 9,406.59             | 0.00       |
| 072                 | 2,964.56   | 0.00 | 2,964.56                             | 2,964.56   | 0.00     | 0.00       | 2,964.56             | 0.00       |
| 081                 | 3,064.41   | 0.00 | 3,064.41                             | 3,064.41   | 0.00     | 0.00       | 3,064.41             | 0.00       |
| 083                 | 271.66     | 0.00 | 271.66                               | 271.66     | 0.00     | 0.00       | 271.66               | 0.00       |
| 090                 | 10,280.98  | 0.00 | 10,280.98                            | 10,280.98  | 0.00     | 0.00       | 10,280.98            | 0.00       |
| 091                 | 549.01     | 0.00 | 549.01                               | 549.01     | 0.00     | 0.00       | 549.01               | 0.00       |
| 092                 | 659.99     | 0.00 | 659.99                               | 659.99     | 0.00     | 0.00       | 659.99               | 0.00       |
| 096                 | 50.63      | 0.00 | 50.63                                | 50.63      | 0.00     | 0.00       | 50.63                | 0.00       |
| 10A                 | 0.00       | 0.00 | 0.00                                 | 0.00       | 0.00     | 0.00       | 0.00                 | 0.00       |
| 10B                 | 0.00       | 0.00 | 0.00                                 | 0.00       | 0.00     | 0.00       | 0.00                 | 0.00       |
| 10F                 | 0.00       | 0.00 | 0.00                                 | 0.00       | 0.00     | 0.00       | 0.00                 | 0.00       |
| 10S                 | 0.00       | 0.00 | 0.00                                 | 0.00       | 0.00     | 0.00       | 0.00                 | 0.00       |
| 101                 | 0.00       | 0.00 | 0.00                                 | 0.00       | 0.00     | 0.00       | 0.00                 | 0.00       |
| 102                 | 0.00       | 0.00 | 0.00                                 | 0.00       | 0.00     | 0.00       | 0.00                 | 0.00       |
| 103                 | 0.00       | 0.00 | 0.00                                 | 0.00       | 0.00     | 0.00       | 0.00                 | 0.00       |
| 104                 | 0.00       | 0.00 | 0.00                                 | 0.00       | 0.00     | 0.00       | 0.00                 | 0.00       |
| 110                 | 738.52     | 0.00 | 738.52                               | 738.52     | 0.00     | 0.00       | 738.52               | 0.00       |
| 111                 | 159,156.98 | 0.00 | 159,156.98                           | 158,694.51 | 462.47   | 0.00       | 159,156.98           | 0.00       |
| 112                 | 2,919.58   | 0.00 | 2,919.58                             | 2,483.96   | 435.62   | 0.00       | 2,919.58             | 0.00       |
| 113                 | 175.99     | 0.00 | 175.99                               | 175.99     | 0.00     | 0.00       | 175.99               | 0.00       |
| 116                 | 3,288.83   | 0.00 | 3,288.83                             | 3,288.83   | 0.00     | 0.00       | 3,288.83             | 0.00       |
| 118                 | 451.28     | 0.00 | 451.28                               | 451.28     | 0.00     | 0.00       | 451.28               | 0.00       |
| 120                 | 694.71     | 0.00 | 694.71                               | 694.71     | 0.00     | 0.00       | 694.71               | 0.00       |
| 121                 | 1,540.79   | 0.00 | 1,540.79                             | 1,540.79   | 0.00     | 0.00       | 1,540.79             | 0.00       |
| 122                 | 316.70     | 0.00 | 316.70                               | 316.70     | 0.00     | 0.00       | 316.70               | 0.00       |
| 123                 | 51.00      | 0.00 | 51.00                                | 51.00      | 0.00     | 0.00       | 51.00                | 0.00       |
| 124                 | 34.10      | 0.00 | 34.10                                | 34.10      | 0.00     | 0.00       | 34.10                | 0.00       |
| 130                 | 4,564.71   | 0.00 | 4,564.71                             | 1,758.29   | 2,806.42 | 0.00       | 4,564.71             | 0.00       |
| 140                 | 18,667.74  | 0.00 | 18,667.74                            | 16,812.24  | 1,855.50 | 0.00       | 18,667.74            | 0.00       |
| 16A                 | 2,860.43   | 0.00 | 2,860.43                             | 2,860.43   | 0.00     | 0.00       | 2,860.43             | 0.00       |
| 160                 | 8,488.14   | 0.00 | 8,488.14                             | 8,488.14   | 0.00     | 0.00       | 8,488.14             | 0.00       |
| 161                 | 0.00       | 0.00 | 0.00                                 | 0.00       | 0.00     | 0.00       | 0.00                 | 0.00       |
| 162                 | 0.00       | 0.00 | 0.00                                 | 0.00       | 0.00     | 0.00       | 0.00                 | 0.00       |
| 164                 | 367.65     | 0.00 | 367.65                               | 367.65     | 0.00     | 0.00       | 367.65               | 0.00       |
| 170                 | 148,876.63 | 0.00 | 148,876.63                           | 148,876.63 | 0.00     | 0.00       | 148,876.63           | 0.00       |

Division of Financial Management Operating Instructions  
Processing Payroll – A21  
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Cost Accounting Section

Attachment 17 – Page 6 – Payroll Input/Output Compare Summary Report

| PACKET PAGE: 4<br>REPORT ID: FWS10801 |               | U. S. FISH AND WILDLIFE SERVICE<br>PAYROLL INPUT/OUTPUT COMPARE SUMMARY<br>PAY PERIOD 200405 |                  |                   |                     | RUN DATE: 03/04/2004<br>RUN TIME: 02:07<br>PAGE: 3 |              |
|---------------------------------------|---------------|--|------------------|-------------------|---------------------|--|--------------|
| A<br>HOURS<br>CODE                    | B<br>FPPS     | C<br>INPUT   |                  | D<br>OUTPUT       |                     | I<br>(D - H)                                       | DIFFERENCE   |
|                                       |               | FYC  | (B + C)<br>TOTAL | POSTED<br>ACTUALS | SKIPPED<br>SUBUREAU | (E + F + H)<br>TOTAL                               |              |
| 180                                   | 40,452.59     | 0.00   | 40,452.59        | 40,452.59         | 0.00                | 40,452.59  | 0.00         |
| 190                                   | 37.00         | 0.00   | 37.00            | 37.00             | 0.00                | 37.00  | 0.00         |
| 200                                   | 874.29        | 0.00   | 874.29           | 874.29            | 0.00                | 874.29   | 0.00         |
| 230                                   | 79,556.45     | 0.00   | 79,556.45        | 0.00              | 0.00                | 79,556.45  | 79,556.45    |
| 231                                   | 81,665.10     | 0.00   | 81,665.10        | 81,665.10         | 0.00                | 81,665.10  | 0.00         |
| 232                                   | 1,164.61      | 0.00   | 1,164.61         | 1,164.61          | 0.00                | 1,164.61   | 0.00         |
| 30C                                   | 11,898.56     | 0.00   | 11,898.56        | 11,898.56         | 0.00                | 11,898.56  | 0.00         |
| 30L                                   | 187,729.33    | 0.00   | 187,729.33       | 187,729.33        | 0.00                | 187,729.33   | 0.00         |
| 33A                                   | 134,838.59    | 0.00   | 134,838.59       | 134,838.59        | 0.00                | 134,838.59   | 0.00         |
| 33B                                   | 260,509.01    | 0.00   | 260,509.01       | 260,509.01        | 0.00                | 260,509.01   | 269,677.18   |
| 40D                                   | 274,285.38    | 0.00   | 274,285.38       | 274,285.38        | 0.00                | 274,285.38   | 521,018.02   |
| 40H                                   | 66,598.36     | 0.00   | 66,598.36        | 66,598.36         | 0.00                | 66,598.36  | 0.00         |
| 41F                                   | 1,765.52      | 0.00   | 1,765.52         | 1,765.52          | 0.00                | 1,765.52   | 0.00         |
| 50I                                   | 203.32        | 0.00   | 203.32           | 203.32            | 0.00                | 203.32   | 0.00         |
| 50Z                                   | 10,968.91     | 0.00   | 10,968.91        | 10,607.69         | 361.22              | 10,968.91  | 10,968.91    |
| 51G                                   | 76.67         | 0.00   | 76.67            | 76.67             | 0.00                | 76.67  | 0.00         |
| 51I                                   | 22,778.71     | 0.00   | 22,778.71        | 22,778.71         | 0.00                | 22,778.71  | 0.00         |
| 51X                                   | 742.75        | 0.00   | 742.75           | 742.75            | 0.00                | 742.75   | 0.00         |
| 51Y                                   | 584.82        | 0.00   | 584.82           | 584.82            | 0.00                | 584.82   | 0.00         |
| 52A                                   | 4,114.62      | 0.00   | 4,114.62         | 4,114.62          | 0.00                | 4,114.62   | 0.00         |
| 55A                                   | 38,059.30     | 0.00   | 38,059.30        | 38,059.30         | 0.00                | 38,059.30  | 0.00         |
| 55B                                   | 914.06        | 0.00   | 914.06           | 914.06            | 0.00                | 914.06   | 0.00         |
| 55C                                   | 51,276.69     | 0.00   | 51,276.69        | 51,276.69         | 0.00                | 51,276.69  | 0.00         |
| 55D                                   | 668.12        | 0.00   | 668.12           | 668.12            | 0.00                | 668.12   | 0.00         |
| 61B                                   | 2,009.20      | 0.00   | 2,009.20         | 0.00              | 0.00                | 2,009.20   | 0.00         |
| 61C                                   | 5,753.51      | 0.00   | 5,753.51         | 0.00              | 245.76              | 5,753.51   | 0.00         |
| 61D                                   | 5,728.22      | 0.00   | 5,728.22         | 0.00              | 0.00                | 5,728.22   | 0.00         |
| 61E                                   | 277.82        | 0.00   | 277.82           | 0.00              | 0.00                | 277.82   | 0.00         |
| 65B                                   | 410.84        | 0.00   | 410.84           | 410.84            | 0.00                | 410.84   | 0.00         |
| 65E                                   | 13,315.19     | 0.00   | 13,315.19        | 13,315.19         | 0.00                | 13,315.19  | 26,630.38    |
| 66A                                   | 255,921.56    | 0.00   | 255,921.56       | 255,921.56        | 0.00                | 255,921.56   | 0.00         |
| TOTAL                                 | 27,024,170.41 | 0.00   | 27,024,170.41    | 25,668,187.06     | 238,986.44          | 25,936,085.64                                      | 1,088,084.77 |

Division of Financial Management Operating Instructions  
Processing Payroll – A21  
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Attachment 18 – FWS Payroll Reconciling Spreadsheet

5/065CL1

Prepared by: Heidi Fohs

3/5/04

**U.S. FISH AND WILDLIFE SERVICE**  
**PP0405**  
 USING POD 200 FIGURES

| PROGRAM I.D. | DESCRIPTION             | CODE    | OYP        | FWS           | YCC  | FWS & OYP PAYROLL |
|--------------|-------------------------|---------|------------|---------------|------|-------------------|
| FWSBPY0048   | SB 01-09, TOTAL COST    |         |            | 26,120,919.70 |      | +                 |
| FWS16602     | SB YP, TOTAL COST       |         | 237,877.50 |               |      | +                 |
|              | recert check            |         |            |               |      |                   |
| FWSBPYA024   | GOVT. QUARTERS          |         |            | 88,772.72     |      | 26,358,797.20     |
|              | 54A,54B,55A,55B,55C,55D |         |            |               |      |                   |
| FWSBPYA024   | ADVANCE REPAYS          | 65E     |            |               |      | 88,772.72         |
|              | PCS                     | 66A     |            | 269,236.75    |      | 0.00              |
|              | TRAVEL ADVANCES         | 65B     |            | 2,488.99      |      | 269,236.75        |
|              | DEBT RECOVERY           | 61B,61C | 225.76     | 9,651.68      |      | 2,488.99          |
|              |                         |         |            |               |      | 9,877.44          |
|              | GRAND TOTAL             |         | 237,651.74 | 25,750,769.56 | 0.00 | 25,988,421.30     |
|              | POD200                  |         |            |               | 0.00 |                   |
|              | FWS16602                |         |            |               |      |                   |
|              | difference              |         | 237,651.74 |               | 0.00 | 25,988,421.30     |

|             |   |            |                 |
|-------------|---|------------|-----------------|
| FW650       | General Ledger Cash Disbursement CR Documents | (fws650)   | (25,764,381.12) |
|             |   | (fws10401) | 13,611.56       |
| FWS Payroll | SVPR Increase                                 | +          | 25,988,421.30   |
| OYP Payroll | SV01 Increase                                 | -          | 237,651.74      |
| YCC Payroll | SVPR Increase                                 | +          | 0.00            |
|             |   |            | (0.00)          |

Division of Financial Management Operating Instructions  
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Attachment 19 - Standard Voucher Input Screens

Page 1 - SV Batch Control Document

DEPARTMENT OF THE INTERIOR  
U.S. FISH AND WILDLIFE SERVICE  
FFS BATCH CONTROL DOCUMENT

BATCH ID

| TRANS<br>TYPE | DIVISION | JULIAN<br>DATE | PREP<br>UNIT | SEQUENCE<br>NUMBER |
|---------------|----------|----------------|--------------|--------------------|
| SV            | 6        | 065            | CL           | 1                  |

BATCH TOTALS

| BATCH<br>DATE | NUMBER OF<br>DOCUMENTS | NET<br>TOTAL |
|---------------|------------------------|--------------|
| 3/5/04        | 2                      | 26226073.04  |

BATCH APPROVAL

APPROVED BY \_\_\_\_\_  
DATE APPROVED \_\_\_\_\_  
DATE SYSTEM UPDATE VERIFIED \_\_\_\_\_

Division of Financial Management Operating Instructions  
Processing Payroll - A21  
Overview and Procedure  
Cost Accounting Section

Attachment 19 - Standard Voucher Input Screens

Page 2 - SV for FWS Payroll

FWS PAYROLL

DOCID: SV - 6 - PP 0405 FWS

BATID: SV - 6 -  
FWS

STANDARD VOUCHER INPUT SCREEN

SV DATE: DOCTOTAL: 25988421.30 DESC: PR  
ACTION: EXPENSE(E), REVENUE(R), GL(G): E  
BUDGET FY: 2004 FUND: TRANS TYPE:  
REVERSAL PERIOD:  
COMMENT: BUDGET OVERRIDE IND:  
REF TRANS ID:  
ACCOUNTING PERIOD:  
FISC YR: SCHD CAT: SCHD TYPE: SCHD NO:  
D.O.: ACCT DATE: TREASURY NO:

LINE NUMBER: 001 TRANTYPE: PR EXP/REV/GL: E  
BUDGET FYS: FUND: DIVISION: 9  
BUDGET ORG/SUB: 98900 COST ORG/SUB: PROG:  
BOC/REV SOURCE: 111A SUB OBJ/SRCE: JOB: 99990000  
REPT CATEGORY: CLOSED BYFS: CLOSED FUND:  
VENDOR CODE: FWS NAME:  
FISC YR: SCHD CAT: SCHD TYPE: SCHD NO: PR0405 FWS  
D.O.: GUEST SYMBOL: QUANT:  
REF TRAN ID: REF LINE: DOC TYPE:  
AGREEMENT #: ADVANCE: ACCOMPLISH DATE: 3/5/04  
INVOICE NO: INVOICE LINE: INVOICE DATE:  
AMOUNT: 25988421.30 I/D IND: I OBLIG FISC YR:  
DESCRIPTION: FWS PAYROLL PP 0405

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Division of Financial Management Operating Instructions  
Processing Payroll - A21  
Overview and Procedure  
Cost Accounting Section

Attachment 19 - Standard Voucher Input Screens

Page 3 - SV for OYP Payroll

OYP PAYROLL

DOCID: SV - 6 - PP 0405 OYP .

BATID: SV - 6 -

STANDARD VOUCHER INPUT SCREEN

SV DATE: DOCTOTAL: 237651.74 DESC: PR OYP  
ACTION: EXPENSE(E), REVENUE(R), GL(G): E  
BUDGET FY: 2004 FUND: TRANS TYPE:  
REVERSAL PERIOD:  
COMMENT: BUDGET OVERRIDE IND:  
REF TRANS ID:  
ACCOUNTING PERIOD:  
FISC YR: SCHD CAT: SCHD TYPE: SCHD NO:  
D.O.: ACCT DATE: TREASURY NO:

LINE NUMBER: 001 TRANTYPE: 01 EXP/REV/GL: E  
BUDGET FYS: 2004 FUND: DIVISION: 9  
BUDGET ORG/SUB: 98900 COST ORG/SUB: PROG:  
BOC/REV SOURCE: 111A SUB OBJ/SRCE: JOB: 99990000  
REPT CATEGORY: CLOSED BYYS: CLOSED FUND:  
VENDOR CODE: 3000007840 0 NAME:  
FISC YR: SCHD CAT: SCHD TYPE: SCHD NO: PR0405 OYP  
D.O.: GUEST SYMBOL: QUANT:  
REF TRAN ID: REF LINE: DOC TYPE:  
AGREEMENT #: ADVANCE: ACCOMPLISH DATE: 7/5/04  
INVOICE NO. INVOICE LINE: INVOICE DATE:  
AMOUNT: 237651.74 I/D IND: 1 OBLIG FISC YR:  
DESCRIPTION: OYP PAYROLL PP 0405.

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**Division of Financial Management Operating Instructions  
Processing Payroll - A21  
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Cost Accounting Section**

**Attachment 20 - Standard Voucher Document Table**

**Page 1**

|  |   |                          |
|--|---|--------------------------|
| STATUS: ACCEPT<br>H-                   | DOCID: SV 6<br>BATID: SV 6                  | PP0408FWS<br>106HF1 ORG: |
| STANDARD VOUCHER DOCUMENT              |   |                          |
| SV DATE:                               | ACCOUNTING PERIOD:                          |                          |
| ACTION:                                | EXPENSE(E), REVENUE(R), GL(G), BUDGET(B): E |                          |
| BUDGET FYS: 2004                       | FUND:                                       | TRANS TYPE:              |
| REVERSAL PERIOD:                       | BUDGET OVERRIDE IND:                        |                          |
| COMMENT:                               |   |                          |
| REF TRANS ID:                          |   |                          |
| DOCUMENT TOTAL: 28857397.95            |   |                          |
| DESCRIPTION: PR FWS                    |   |                          |
| SCHD FISC YR:                          | SCHD CAT:                                   | SCHD TYP: SCHD NO:       |
| D.O.:                                  | ACC DATE:                                   | TREASURY NO:             |
| FIELD 1:                               | FIELD 2:                                    | FIELD 3: FIELD 4:        |
| A--*HS60-DOCUMENT MARKED FOR READ ONLY |   |                          |
| 4-©                                    | 1 Sess-1 199.5.236.1                        | 1/2                      |

|                                 |                            |                               |                     |
|---------------------------------|----------------------------|-------------------------------|---------------------|
| STATUS: ACCEPT<br>01-           | DOCID: SV 6<br>BATID: SV 6 | PP0408FWS<br>106HF1 ORG:      | 001-001 OF 001      |
| LINE NUMBER: 001                | TRANS TYPE: PR             | EXP/REV/GL/BUD: E             |                     |
| BUDGET FYS: 2004                | FUND:                      | DIVISION: 9                   |                     |
| BUDGET ORG/SUB: 98900           | COST ORG/SUB:              | PROG:                         |                     |
| BOC/REV SOURCE: 111A            | SUB OBJ/SUB SRCE:          | JOB: 99990000                 |                     |
| REPT CATEGORY:                  | CLOSED BFYS:               | CLOSED FUND:                  |                     |
| VENDOR CODE: FWS                | NAME: FWS FINANCE CENTER   |                               |                     |
| SCHED FISC YR:                  | SCHED CAT:                 | SCHED TYP:                    | SCHED NO: PR0408FWS |
| D.O.:                           | GUEST SYMBOL:              | QUANT:                        |                     |
| REF TRAN ID:                    | REF LINE:                  | DOC TYPE:                     |                     |
| AGREEMENT #:                    | ADVANCE:                   | ACCOMPLISHED DATE: 04 14 2004 |                     |
| INVOICE NO:                     | INV LINE:                  | INVOICE DATE:                 |                     |
| AMOUNT: 28857397.95             | I/D IND: I                 | OBLIG FISC YR:                |                     |
| DESCRIPTION: FWS PAYROLL PP0408 | TREASURY NO:               |                               |                     |
| FA #:                           | FA TYPE:                   | BETT #:                       | ACQ METH:           |
| PURCH AUTH:                     | FIELD 5:                   | FIELD 6:                      | FIELD 7: FIELD 8    |
| 4-©                             | 1 Sess-1 199.5.236.1       | 1/2                           |                     |

**Division of Financial Management Operating Instructions**  
**Processing Payroll - A21**  
**Overview and Procedure**  
**Cost Accounting Section**

**Attachment 20 - Standard Voucher Document Table**

**Page 2**

|   |  |
|---|--|
| STATUS: ACCPT<br>H-                                 | DOCID: SV 6 PP0408OYP<br>BATID: SV 6 106HF1 ORG: |
| STANDARD VOUCHER DOCUMENT                           |  |
| SV DATE:  | ACCOUNTING PERIOD:                               |
| ACTION: EXPENSE(E), REVENUE(R), GL(G), BUDGET(B): E |  |
| BUDGET FYS: 2004 FUND:                              | TRANS TYPE:                                      |
| REVERSAL PERIOD:                                    |  |
| COMMENT:  | BUDGET OVERRIDE IND:                             |
| REF TRANS ID:                                       |  |
| DOCUMENT TOTAL: 262886.84                           |  |
| DESCRIPTION: PR OYP                                 |  |
| SCHD FISC YR:                                       | SCHD CAT: SCHD TYP: SCHD NO:                     |
| D.O.:   | ACC DATE: TREASURY NO:                           |
| FIELD 1:  | FIELD 2: FIELD 3: FIELD 4:                       |

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|     |          |             |     |
|-----|----------|-------------|-----|
| 4-0 | 1 Sess-1 | 199.5.236.1 | 1/2 |
|-----|----------|-------------|-----|

|                                 |  |                               |
|---------------------------------|--|-------------------------------|
| STATUS: ACCPT<br>01-            | DOCID: SV 6 PP0408OYP<br>BATID: SV 6 106HF1 ORG: | 001-001 OF 001                |
| LINE NUMBER: 001                | TRANS TYPE: 01                                   | EXP/REV/GL/BUD: E             |
| BUDGET FYS: 2004                | FUND:  | DIVISION: 9                   |
| BUDGET ORG/SUB: 98900           | COST ORG/SUB:                                    | PROG:                         |
| BOC/REV SOURCE: 111A            | SUB OBJ/SUB SRCE:                                | JOB: 99990000                 |
| REPT CATEGORY:                  | CLOSED BFYS:                                     | CLOSED FUND:                  |
| VENDOR CODE: 3000007840 0       | NAME: OFFICE OF YOUTH PROGRAMS                   |                               |
| SCHED FISC YR:                  | SCHED CAT: SCHED TYP:                            | SCHED NO: PR0408OYP           |
| D.O.:                           | GUEST SYMBOL:                                    | QUANT:                        |
| REF TRAN ID:                    | REF LINE:  | DOC TYPE:                     |
| AGREEMENT #:                    | ADVANCE:   | ACCOMPLISHED DATE: 01 14 2004 |
| INVOICE NO:                     | INV LINE:  | INVOICE DATE:                 |
| AMOUNT: 262886.84               | I/D IND: I                                       | OBLIG FISC YR:                |
| DESCRIPTION: OYP PAYROLL PP0408 | TREASURY NO:                                     |                               |
| FA #:                           | FA TYPE: BETT #:                                 | ACQ METH:                     |
| PURCH AUTH:                     |  |                               |
| FIELD 5:                        | FIELD 6:   | FIELD 7: FIELD 8              |

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|  |                                    |
|--|------------------------------------|
| 01-SC06W-INSUFFICIENT ALLOCATION FUNDS | 01-PAC6W-INSUFFICIENT SPRJ FUNDS   |
| 01-PAC8W-INSUFFICIENT PROJ FUNDING     | 01-PACKW-INSUFFICIENT FPRJ FUNDING |

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|     |          |             |     |
|-----|----------|-------------|-----|
| 4-0 | 1 Sess-1 | 199.5.236.1 | 1/2 |
|-----|----------|-------------|-----|

**Division of Financial Management Operating Instructions**  
**Processing Payroll – A21**  
**Overview and Procedure**  
**Cost Accounting Section**

**Attachment 21 – Direct Disbursement Input Screen**

**Page 1 – Routing and Transmittal Sheet**

| ROUTING AND TRANSMITTAL SLIP |  | DATE: <u>3/5/04</u> |      |
|------------------------------|--|---------------------|------|
| TO: (Name/Office)            |  | Initials            | Date |
| 1. <u>Courtney</u>           |  |                     |      |
| 2.                           |  |                     |      |
| 3.                           |  |                     |      |
| 4.                           |  |                     |      |
| 5.                           |  |                     |      |
| 6.                           |  |                     |      |

| X | Action       | File                 | Note and Return  |
|---|--------------|----------------------|------------------|
|   | Approval     | For Clearance        | Per Conversation |
|   | As Requested | For Correction       | Prepare Reply    |
|   | Circulate    | For Your Information | See Me           |
|   | Comment      | Investigate          | Signature        |
|   | Coordination | Justify              |                  |

**REMARKS:**

PLEASE PROCESS THE DD DOCUMENT FOR PP 0405

**FROM:**

Division of Financial Management Operating Instructions  
Processing Payroll – A21  
Overview and Procedure  
Cost Accounting Section

Attachment 21 – Direct Disbursement Input Screen

Page 2

OYP DIRECT DISBURSEMENT

DOCID: DD - 6 - PP OYP 0405

DIRECT DISBURSEMENT INPUT SCREEN

|              |              |                   |              |
|--------------|--------------|-------------------|--------------|
| BATCH DATE:  | NUM DOCS:    | NET:              |              |
| DD DATE:     | ACCTG PRD:   | BUDGET FY:        | FUN          |
| ACTION:      | TRANS TYPE:  | COMMENTS:         |              |
| VENDOR CODE: | 3000007840 0 | NAME:             | OYP          |
| DIRECT DISB  | PP           | INTR-ACCY SYMBOL: | 141640174.16 |
| AGREEMENT #: |              | DOCUMENT TOTAL:   | 237651.74    |

|               |       |            |           |                       |
|---------------|-------|------------|-----------|-----------------------|
| LINE NUMBE    | 001   | REF DOC#:  | REF LINE: | ACCP DATE:            |
| TRANS TYPE:   | 01    | BFY:       | FUND:     | BUDGET ORG/SUB: 98900 |
| COST ORG/SUB: |       | PROGRAM:   |           | BOC/SUB: 111A         |
| JOB NUMBER:   | 99990 | REPT CATG: |           | GL ACCOUNT:           |
| REB SRCE/SUB  |       | DESCR:     |           | 8922:                 |
| INT REASON:   |       |            |           | AMOUNT: 237651.74     |
| QUANTITY:     |       | ADV:       |           | D                     |

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Division of Financial Management Operating Instructions  
Processing Payroll - A21  
Overview and Procedure  
Cost Accounting Section

Attachment 22 - BD Doc Records Report

|   |         |  |            |  |          |
|---|---------|--|------------|--|----------|
| PACKET PAGE: 2<br>REPORT ID: FWS10301                       |         | U.S. FISH AND WILDLIFE SERVICE<br>JOB FWSZIPD - BD DOC RECORDS |            | RUN DATE: 11/08/03<br>TIME: 03:41<br>PAGE: 1 |          |
| BATCH   | DEBT-ID | BBFY   | ORG        | BOC  | JOB-NMNR |
| ✓ Q3170028370   | 2004    | 2005   | 30138      | 111A   | 12610000 |
| ✓ Q3170028370   | 2004    | 2005   | 52421      | 111A   | 11220000 |
| ✓ Q3220508787   | 2004    | 2005   | 53630      | 111A   | 12610000 |
| ✓ 3170002921  | 2004    | 2005   | 97310      | 12TW   | 16610030 |
| ✓ 3170011135  | 2004    | 2005   | 70186      | 12TW   | 16620000 |
| ✓ 3170024895  | 2004    | 2005   | 51410      | 12TW   | 11220000 |
| ✓ 3170025188  | 2004    | 2005   | 51411      | 111A   | 11220000 |
| ✓ 3170025832  | 2004    | 2005   | 30488      | 12TW   | 99990000 |
| ✓ 3170025517  | 2004    | 2005   | 30488      | 12TW   | 99990000 |
| ✓ 3170025562  | 2004    | 2005   | 30488      | 12TW   | 99990000 |
| ✓ 3170025701  | 2004    | 2005   | 30488      | 12TW   | 99990000 |
| ✓ 3170025729  | 2004    | 2005   | 30488      | 12TW   | 99990000 |
| ✓ 3170025915  | 2004    | 2005   | 30488      | 12TW   | 99990000 |
| ✓ 3170027436  | 1998    | 1999   | 43610      | 12TW   | 12610000 |
| ✓ 3170028335  | 2004    | 2005   | 11420      | 12TW   | 11130000 |
| AMOUNT SOC-SEC-# NAME (LAST, FIRST) VENDOR CODE VENDOR NAME |         |  |            |  |          |
| ✓ 260.171   | ✓       | DOE, RICHARD T.  | 1XXXXXXXXX | RICHARD T                                    | DOE      |
| ✓ 234.871   | ✓       | DOE, STEVEN R.   | 1XXXXXXXXX | STEVEN R                                     | DOE      |
| ✓ 1,098.961   | ✓       | DOE, DAWN M.   | 1XXXXXXXXX | DAWN MARIE                                   | DOE      |
| ✓ 105.221   | ✓       | DOE, DORA L.   | 1XXXXXXXXX | DORA L                                       | DOE      |
| ✓ 28.091  | ✓       | DOE, JAMES F.  | 1XXXXXXXXX | JAMES F                                      | DOE      |
| ✓ 35.361  | ✓       | DOE, KEISHA N.   | 1XXXXXXXXX | KEISHA N                                     | DOE      |
| ✓ 45.661  | ✓       | DOE, MICHAEL R.  | 1XXXXXXXXX | MICHAEL                                      | DOE      |
| ✓ 34.991  | ✓       | DOE, ERIC J.   | 1XXXXXXXXX | ERIC J                                       | DOE      |
| ✓ 45.661  | ✓       | DOE, ROBERT D.   | 1XXXXXXXXX | ROBERT D                                     | DOE      |
| ✓ 45.661  | ✓       | DOE, LORI A.   | 1XXXXXXXXX | LORI   | DOE      |
| ✓ 105.221   | ✓       | DOE, GERALD B.   | 1XXXXXXXXX | GERALD B                                     | DOE      |
| ✓ 45.661  | ✓       | DOE, GARY L.   | 1XXXXXXXXX | GARY L                                       | DOE      |
| ✓ 45.661  | ✓       | DOE, MICHAEL W.  | 1XXXXXXXXX | MICHAEL W                                    | DOE      |
| ✓ 4,587.301   | ✓       | DOE, GROVER C. JR.   | 1XXXXXXXXX | GROVER C                                     | DOE JR   |
| ✓ 68.321  | ✓       | DOE, WILLIAM N.  | 1XXXXXXXXX | WILLIAM                                      |          |

**Division of Financial Management Operating Instructions**  
**Processing Payroll – A21**  
**Overview and Procedure**  
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**Attachment 23 – SUSF Table**

|  |    |      |        |          |      |             |       |       |           |           |           |  |
|--|----|------|--------|----------|------|-------------|-------|-------|-----------|-----------|-----------|--|
| ACTION: R SCREEN: SUSF USERID: FC29 DOI CUSTOM DOCUMENT SUSPENSE INDEX 1 |    |      |        |          |      |             |       |       |           |           |           |  |
| FUNCTION: SEC2:  |    |      |        |          |      |             |       |       |           |           |           |  |
| S  |    |      |        |          |      |             |       |       |           |           |           |  |
| E ---BATCH ID--- ----DOCUMENT ID----                                     |    |      |        |          |      |             |       |       |           |           |           |  |
| L  | TC | SEC1 | NUMBER | TC       | SEC1 | NUMBER      | STAT  | APPRV | INIT USER | LAST DATE | LAST USER |  |
| -----  |    |      |        |          |      |             |       |       |           |           |           |  |
| 00-  |    |      |        |          |      |             |       |       |           |           |           |  |
| 01-  | .  | .    | .      | BD       | DEBT | Q2750023969 | ACCPT | 00000 | OFF-LINE  | 20030926  | FC021GJS  |  |
| 02-  | .  | .    | .      | BD       | DEBT | Q2750031478 | ACCPT | 00000 | OFF-LINE  | 20030926  | FC021GJS  |  |
| 03-  | .  | .    | .      | BD       | DEBT | Q2750548381 | ACCPT | 00000 | OFF-LINE  | 20030926  | FC021GJS  |  |
| 04-  | .  | .    | .      | BD       | DEBT | Q2750561927 | ACCPT | 00000 | OFF-LINE  | 20030926  | FC021GJS  |  |
| 05-  | .  | .    | .      | BD       | DEBT | Q2750644259 | ACCPT | 00000 | OFF-LINE  | 20030926  | FC021GJS  |  |
| 06-  | .  | .    | .      | BD       | DEBT | Q2750660195 | ACCPT | 00000 | OFF-LINE  | 20030926  | FC021GJS  |  |
| 07-  | .  | .    | .      | BD       | DEBT | Q2750699186 | ACCPT | 00000 | OFF-LINE  | 20030926  | FC021GJS  |  |
| 08-  | .  | .    | .      | BD       | DEBT | Q2750735347 | ACCPT | 00000 | OFF-LINE  | 20030926  | FC021GJS  |  |
| 09-  | .  | .    | .      | BD       | DEBT | Q2750767982 | ACCPT | 00000 | OFF-LINE  | 20030926  | FC021GJS  |  |
| 10-  | .  | .    | .      | BD       | DEBT | Q2750801036 | ACCPT | 00000 | OFF-LINE  | 20030926  | FC021GJS  |  |
| 11-  | .  | .    | .      | BD       | DEBT | Q2890023606 | ACCPT | 00000 | OFF-LINE  | 20031015  | FC021GJS  |  |
| 12-  | .  | .    | .      | BD       | DEBT | Q2890025820 | ACCPT | 00000 | OFF-LINE  | 20031015  | FC021GJS  |  |
| 13-  | .  | .    | .      | BD       | DEBT | Q2890517765 | ACCPT | 00000 | OFF-LINE  | 20031015  | FC021GJS  |  |
| 14-  | .  | .    | .      | BD       | DEBT | Q2890568450 | ACCPT | 00000 | OFF-LINE  | 20031015  | FC021GJS  |  |
| -----  |    |      |        |          |      |             |       |       |           |           |           |  |
| 4-0  |    |      |        | 1 Sess-1 |      | 199.5.236.1 |       |       |           |           | 1/10      |  |

Division of Financial Management Operating Instructions  
Processing Payroll - A21  
Overview and Procedure  
Cost Accounting Section

Attachment 24 - CG Doc Records Report

|                     |                 |                                |            |                             |                               |
|---------------------|-----------------|--------------------------------|------------|-----------------------------|-------------------------------|
| PACKET PAGE: 2      |                 | U.S. FISH AND WILDLIFE SERVICE |            | RUN DATE: 11/08/03          |                               |
| REPORT ID: FWS10402 |                 | JOB FWSFCOLL - CG DOC RECORDS  |            | RUN TIME: 03:42             |                               |
|                     |                 | PAY PERIOD 200323              |            | PAGE: 1                     |                               |
| CG DEBT             | DOCUMENT-LINE#  | \$ AMOUNT                      | DOC SEC #  | EMPLOYEE NAME - LAST, FIRST | VENDOR CODE VENDOR NAME       |
| ✓CG DEBT            | 0323D000001 001 | 84.83DP                        | XXXXXXXXXX | DOE, JAY M.                 | 1XXXXXXXXX JAY M. DOE         |
| ✓CG DEBT            | 0323D000002 001 | 25.00IP                        | XXXXXXXXXX | DOE, KEITH A.               | 1XXXXXXXXX KEITH A. DOE       |
| ✓CG DEBT            | 0323D000003 001 | 27.50IP                        | XXXXXXXXXX | DOE, JOHN R.                | 1XXXXXXXXX JOHN R. DOE        |
| ✓CG DEBT            | 0323D000004 001 | 237.50IP                       | XXXXXXXXXX | DOE, CHRISTOPHER E          | 1XXXXXXXXX CHRISTOPHER E. DOE |
| ✓CG DEBT            | 0323D000005 001 | 237.50IP                       | XXXXXXXXXX | DOE, NICHOLAS R.            | 1XXXXXXXXX NICK DOE           |
| ✓CG DEBT            | 0323D000006 001 | 135.64IP                       | XXXXXXXXXX | DOE, SUSAN                  | 1XXXXXXXXX SUSAN J. DOE       |
| ✓CG DEBT            | 0323D000007 001 | 57.33IP                        | XXXXXXXXXX | DOE, WILLIAM F.             | 1XXXXXXXXX WILLIAM F. DOE     |
| ✓CG DEBT            | 0323D000008 001 | 134.44IP                       | XXXXXXXXXX | DOE, WILLIAM F.             | 1XXXXXXXXX WILLIAM F. DOE     |
| ✓CG DEBT            | 0323D000009 001 | 202.83IP                       | XXXXXXXXXX | DOE, MARY E.                | 1XXXXXXXXX MARY ELLEN DOE     |
| ✓CG DEBT            | 0323D000010 001 | 308.95IP                       | XXXXXXXXXX | DOE, SHARON K.              | 1XXXXXXXXX SHARON K. DOE      |
| ✓CG DEBT            | 0323D000011 001 | 27.50IP                        | XXXXXXXXXX | DOE, TONYA M.               | 1XXXXXXXXX TONYA M. DOE       |
| ✓CG DEBT            | 0323D000012 001 | 158.12IP                       | XXXXXXXXXX | DOE, SUSAN                  | 1XXXXXXXXX SUSAN C. DOE       |
| ✓CG DEBT            | 0323D000013 001 | 313.35IP                       | XXXXXXXXXX | DOE, JANIS M.               | 1XXXXXXXXX JANIS DOE          |
| ✓CG DEBT            | 0323D000014 001 | 45.66IP                        | XXXXXXXXXX | DOE, DEBORAH A.             | 1XXXXXXXXX DEBORAH DOE        |
| ✓CG DEBT            | 0323D000015 001 | 3.83IP                         | XXXXXXXXXX | DOE, DORN                   | 1XXXXXXXXX DORN DOE           |

Division of Financial Management Operating Instructions  
Processing Payroll – A21  
Overview and Procedure  
Cost Accounting Section

Attachment 25 – Transferred Report

|  |           |  |             |      |     |            |        |                 |             |
|--|-----------|--|-------------|------|-----|------------|--------|-----------------|-------------|
| Run Date: 10/30/03   |           | Office of the Secretary - National Business Center<br>****Debt Management System****<br>DOI FISH AND WILDLIFE SERVICES<br>Transferred Report |             |      |     | Page No: 1 |        |                 |             |
| For the period from 10/01/2003 to 10/31/2003   |           |  |             |      |     |            |        |                 |             |
| The below listed debts are transferred to your office. In each case, the debtor is no longer an active employee. |           |  |             |      |     |            |        |                 |             |
| SSN  | Last Name | First Name   | Debt ID     | Dept | Bur | Sub        | Status | Separation Date | Debt Amount |
| XXXXXXXXXX   | DOE       | MICHAEL  | 3600025270  | IN   | 15  | 04         | U      | 10/04/2003      | 41.12       |
| XXXXXXXXXX   | DOE       | DONALD   | 2750026777  | IN   | 15  | 01         | R      | 09/11/2003      | 45.66       |
| XXXXXXXXXX   | DOE       | JEREMY   | Q2890658702 | IN   | 15  | 07         | U      | 09/30/2003      | 139.02      |
| XXXXXXXXXX   | DOE       | LAWRENCE   | 33030028466 | IN   | 15  | 09         | R      | 09/30/2003      | 2,299.43    |
| XXXXXXXXXX   | DOE       | JENNIFER   | 2750718439  | IN   | 15  | 06         | L      |                 | 34.99       |
| XXXXXXXXXX   | DOE       | JENNIFER   | 32190718439 | IN   | 15  | 06         | L      |                 | 150.53      |
| XXXXXXXXXX   | DOE       | DOUGLAS  | 32890548139 | IN   | 15  | 07         | U      | 08/13/2003      | 331.84      |
| XXXXXXXXXX   | DOE       | JAMES  | 0090632519  | IN   | 15  | 02         | U      | 09/08/2003      | 74.54       |
| XXXXXXXXXX   | DOE       | CAROL  | 2330029447  | IN   | 15  | 01         | R      | 09/03/2003      | 44.00       |
| XXXXXXXXXX   | DOE       | CANUTO   | 32750728600 | IN   | 15  | 02         | Q      | 08/02/2003      | 54.77       |
| XXXXXXXXXX   | DOE       | DAVID  | Q2750548381 | IN   | 15  | 07         | U      | 09/21/2003      | 686.71      |
| XXXXXXXXXX   | DOE       | KRISTIN  | 2190030768  | IN   | 15  | 09         | Q      | 09/12/2003      | 32.73       |
| XXXXXXXXXX   | DOE       | KRISTIN  | 2330030768  | IN   | 15  | 09         | Q      | 09/12/2003      | 32.73       |
| XXXXXXXXXX   | DOE       | KRISTIN  | 2470030768  | IN   | 15  | 09         | Q      | 09/12/2003      | 32.73       |
| XXXXXXXXXX   | DOE       | KRISTIN  | 2890030768  | IN   | 15  | 09         | Q      | 09/12/2003      | 32.73       |
| XXXXXXXXXX   | DOE       | KANDI  | 2610641490  | IN   | 15  | 01         | Q      | 10/01/2003      | 90.67       |
| XXXXXXXXXX   | DOE       | KANDI  | 2750641490  | IN   | 15  | 01         | Q      | 10/01/2003      | 90.67       |
| XXXXXXXXXX   | DOE       | KANDI  | 2890641490  | IN   | 15  | 01         | Q      | 10/01/2003      | 90.67       |
| *** Totals (IN/15): 18   |           |  |             |      |     |            |        |                 | 4,305.54    |
| *** PRIVACY ACT DATA ***   |           |  |             |      |     |            |        |                 |             |

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**Attachment 26 – SUSF Table (BD Batch)**

```

ACTION: R  SCREEN: SUSF  USERID: FC29      DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION:                                SEC2:
S
E ---BATCH ID---  ---DOCUMENT ID---
L TC SEC1 NUMBER TC SEC1  NUMBER  STAT  APPRV  INIT  LAST  LAST
  - - - - -      - - - - -      - - - - -      - - - - -      - - - - -
00-
01-  BD DEBT 3T0001 . . . ACCPT 00000 OFF-LINE 20030926 OFF-LINE
02-  BD DEBT 3T0001 BD DEBT 23600703821 ACCPT 00000 OFF-LINE 20030927 FC294TES
03-  BD DEBT 3T0002 . . . ACCPT 00000 OFF-LINE 20030926 OFF-LINE
04-  BD DEBT 3T0002 BD DEBT 15130900002 ACCPT 00000 OFF-LINE 20030927 FC294TES
05-  BD DEBT 3T0003 . . . ACCPT 00000 OFF-LINE 20030926 OFF-LINE
06-  BD DEBT 3T0003 BD DEBT M0318200012 ACCPT 00000 OFF-LINE 20030927 FC294TES
07-  BD DEBT 3T0004 . . . ACCPT 00000 OFF-LINE 20030926 OFF-LINE
08-  BD DEBT 3T0004 BD DEBT 32470794928 ACCPT 00000 OFF-LINE 20030927 FC294TES
09-  BD DEBT 3T0005 . . . ACCPT 00000 OFF-LINE 20030926 OFF-LINE
10-  BD DEBT 3T0005 BD DEBT 31490024991 ACCPT 00000 OFF-LINE 20030927 FC294TES
11-  BD DEBT 3T0006 . . . ACCPT 00000 OFF-LINE 20030926 OFF-LINE
12-  BD DEBT 3T0006 BD DEBT 30790025191 ACCPT 00000 OFF-LINE 20030927 FC294TES
13-  BD DEBT 3T0007 . . . ACCPT 00000 OFF-LINE 20030926 OFF-LINE
14-  BD DEBT 3T0007 BD DEBT 15232300003 ACCPT 00000 OFF-LINE 20030927 FC294TES

4-© 1 Sess-1 199.5,236.1 1/10

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**Attachment 27 – BD Line Table**

**BD Line Table – Before Changes**

|                               |                             |                                       |                |
|-------------------------------|-----------------------------|---------------------------------------|----------------|
| STATUS: ACCPT<br>01~          | DOCID: BD<br>BATID: BD      | DEBT 23600703821<br>DEBT 3T0001 SEC2: | 001-001 OF 001 |
| LINE NO: 002                  | TRAN TYPE: <del>RF</del>    | TEXT TYPE: <del>EH</del>              |                |
| BFY: <del>2003-2004</del>     | FUND: <del>1003</del>       | GL ACCT:                              |                |
| BUD ORG/SUB: <del>51130</del> | PROGRAM: <del>1124</del>    | REPT CAT:                             |                |
| COST ORG/SUB:                 | JOB NO: <del>11240000</del> | REV SRCE/SUB:                         |                |
| BOC/SUB: <del>111A</del>      | CLOSED BFY:                 | CLOSED FUND:                          |                |
| INTEREST RATE: 2.000          | DESC:                       |                                       |                |
| AGREEMENT #:                  | REF DOC:                    | ADVANCE NUMBER:                       |                |
| REF LINE:                     | TRAVEL TYPE:                |                                       |                |
| BILL AMT: 0.00 I/D:           | INTEREST AMT:               | 0.81 I/D: I                           |                |
| ADM CHGS AMT: 0.00 I/D:       | PENALTY AMT:                | 0.00 I/D:                             |                |
| SOURCE:                       | TYPE OF OVERPAYMENT:        | ACTION OUT:                           |                |
| FIELD 5:                      | FIELD 6:                    | FIELD 7:                              | FIELD 8:       |
| 4-@                           | 1 Sess-1                    | 199.5.236.1                           | 1/2            |

**BD Line Table – After Changes**

|                         |                        |                                       |                |
|-------------------------|------------------------|---------------------------------------|----------------|
| STATUS: ACCPT<br>01~    | DOCID: BD<br>BATID: BD | DEBT 23600703821<br>DEBT 3T0001 SEC2: | 001-001 OF 001 |
| LINE NO: 001            | TRAN TYPE:             | TEXT TYPE:                            |                |
| BFY:                    | FUND:                  | GL ACCT:                              |                |
| BUD ORG/SUB:            | PROGRAM:               | REPT CAT:                             |                |
| COST ORG/SUB:           | JOB NO:                | REV SRCE/SUB:                         |                |
| BOC/SUB:                | CLOSED BFY:            | CLOSED FUND:                          |                |
| INTEREST RATE: 2.000    | DESC:                  |                                       |                |
| AGREEMENT #:            | REF DOC:               | ADVANCE NUMBER:                       |                |
| REF LINE:               | TRAVEL TYPE:           |                                       |                |
| BILL AMT: 0.00 I/D:     | INTEREST AMT:          | 0.81 I/D: I                           |                |
| ADM CHGS AMT: 0.00 I/D: | PENALTY AMT:           | 0.00 I/D:                             |                |
| SOURCE:                 | TYPE OF OVERPAYMENT:   | ACTION OUT:                           |                |
| FIELD 5:                | FIELD 6:               | FIELD 7:                              | FIELD 8:       |
| 4-@                     | 1 Sess-1               | 199.5.236.1                           | 1/2            |

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**Attachment 28 – Updated SUSF Table**

**BD Batch – After CG Mod Transaction**

|   |    |      |        |    |        |             |       |       |          |          |          |      |
|---|----|------|--------|----|--------|-------------|-------|-------|----------|----------|----------|------|
| ACTION: R    SCREEN: SUSF    USERID: FC29    DOI CUSTOM DOCUMENT SUSPENSE INDEX 1 |    |      |        |    |        |             |       |       |          |          |          |      |
| FUNCTION:    SEC2:  |    |      |        |    |        |             |       |       |          |          |          |      |
| S   |    |      |        |    |        |             |       |       |          |          |          |      |
| E ---BATCH ID--- ---DOCUMENT ID---  |    |      |        |    |        |             |       |       |          |          |          |      |
| L   | TC | SEC1 | NUMBER | TC | SEC1   | NUMBER      | STAT  | APPRV | INIT     | LAST     | LAST     |      |
|   |    |      |        |    |        |             |       |       | USER     | DATE     | USER     |      |
| -----   |    |      |        |    |        |             |       |       |          |          |          |      |
| 00-   |    |      |        |    |        |             |       |       |          |          |          |      |
| 01-   | .  | .    | .      | CG | DEBT   | 0323D000001 | ACCPT | 00000 | OFF-LINE | 20031110 | FC021GJS |      |
| 02-   | .  | .    | .      | CG | DEBT   | 0323D000002 | ACCPT | 00000 | OFF-LINE | 20031110 | FC021GJS |      |
| 03-   | .  | .    | .      | CG | DEBT   | 0323D000003 | ACCPT | 00000 | OFF-LINE | 20031110 | FC021GJS |      |
| 04-   | .  | .    | .      | CG | DEBT   | 0323D000004 | ACCPT | 00000 | OFF-LINE | 20031110 | FC021GJS |      |
| 05-   | .  | .    | .      | CG | DEBT   | 0323D000005 | ACCPT | 00000 | OFF-LINE | 20031110 | FC021GJS |      |
| 06-   | .  | .    | .      | CG | DEBT   | 0323D000006 | ACCPT | 00000 | OFF-LINE | 20031110 | FC021GJS |      |
| 07-   | .  | .    | .      | CG | DEBT   | 0323D000007 | ACCPT | 00000 | OFF-LINE | 20031110 | FC021GJS |      |
| 08-   | .  | .    | .      | CG | DEBT   | 0323D000008 | ACCPT | 00000 | OFF-LINE | 20031110 | FC021GJS |      |
| 09-   | .  | .    | .      | CG | DEBT   | 0323D000009 | ACCPT | 00000 | OFF-LINE | 20031110 | FC021GJS |      |
| 10-   | .  | .    | .      | CG | DEBT   | 0323D000010 | ACCPT | 00000 | OFF-LINE | 20031110 | FC021GJS |      |
| 11-   | .  | .    | .      | CG | DEBT   | 0323D000011 | ACCPT | 00000 | OFF-LINE | 20031110 | FC021GJS |      |
| 12-   | .  | .    | .      | CG | DEBT   | 0323D000012 | ACCPT | 00000 | OFF-LINE | 20031110 | FC021GJS |      |
| 13-   | .  | .    | .      | CG | DEBT   | 0323D000013 | ACCPT | 00000 | OFF-LINE | 20031110 | FC021GJS |      |
| 14-   | .  | .    | .      | CG | DEBT   | 0323D000014 | ACCPT | 00000 | OFF-LINE | 20031110 | FC021GJS |      |
| -----   |    |      |        |    |        |             |       |       |          |          |          |      |
| 4-Ⓢ   |    |      |        | 1  | Sess-1 | 199.5.236.1 |       |       |          |          |          | 1/10 |

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**Attachment 29 – Receivable Line Inquiry (ARLT) Table**

```
ACTION: R  SCREEN: ARLT USERID: FC29
*** RECEIVABLE LINE INQUIRY TABLE ***
KEY IS TRANS CODE, DOCUMENT NUMBER, LINE NO
01-  TRANS CODE: BD      DOCUMENT NUMBER: 2750023521      LINE NO: 001
      BFYS: 1998 1999      FUND: 1008      TRANS TYPE: RF
      BUD ORG/SUB: 62660 /      PROGRAM: 1261      REV SRCE/SUB: /
      COST ORG/SUB: /      REPT CATG:      BOC/SUB: 111A /
      JOB: 12610000      CLOSED BFYS:      CLOSED FUND:
      GL ACCT:      AGREEMENT #:      ADVANCE #:
      REF INVOICE:      INV LINE:      TRAVEL TYPE:
      REF DOC ID:      REF LINE:      TEXT TYPE:
      LINE DESC: DMB FER CONT PP 0320      INTEREST RATE: 2.000
      LINE AMT: 1,538.39      CLOSED LINE AMT: 1,538.39
      INTEREST AMT: 2.32      CLOSED INTEREST AMT: 1.74
      ADM CHGS AMT: 0.00      CLOSED ADM CHGS AMT: 0.00
      PENALTY AMT: 0.00      CLOSED PENALTY AMT: 0.00
      WRITE-OFF AMT: 0.00      COLLECTED AMT: 1,538.39
      W-OFF INT AMT: 0.00      COLLECTED INT AMT: 1.74
      W-OFF ADM AMT: 0.00      COLLECTED ADM AMT: 0.00
      W-OFF PEN AMT: 0.00      COLLECTED PEN AMT: 0.00
      SOURCE:      TYPE OF OVERPAYMENT:      ACTION OUT:
```

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4-  1 Sess-1      199.5.236.1      1/10
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**Attachment 30 – Activity Based Costing – FWS Activity Dictionary**

The following link connects to the FWS activity dictionary:

[http://planning.fws.gov/abc/activity/FWS\\_Activity\\_Dictionary.pdf](http://planning.fws.gov/abc/activity/FWS_Activity_Dictionary.pdf)

The following list contains each FFS ABC code and a short description:

| FFS Code | FWS Activity Name  |
|----------|--|
|          | <b>Process I - Protect and Manage Species</b>  |
| 7ZE7     | Implement Candidate Conservation Actions   |
| 7Z1E     | Evaluate Species for Candidate Status  |
| 7ME1     | Prepare and Process Initial List or Uplist Petition Response for US/Domestic Species           |
| 7M4B     | Prepare and Process 12-Month Finding for List or Uplist Petition for US/Domestic Species       |
| 7M9R     | Prepare and Process Listing Rules for US/Domestic Species                                      |
| 7MC6     | Prepare and Process Critical Habitat Rules for US/Domestic Species                             |
| 69A2     | Provide Litigation Support for Listing for US/Domestic Species                                 |
| 7M1N     | Prepare and Process Foreign and CITES Listings   |
| 06O9     | Develop Recovery Plans for T&E Species   |
| 06V7     | Prepare and Process Special 4d and Experimental Population Rules                               |
| 063N     | Conduct 5-Year Reviews   |
| 06T9     | Prepare Initial Response to Delist or Downlist Petition  |
| 065H     | Prepare 12-Month Finding for Delist or Downlist Species  |
| 065Q     | Prepare and Process Downlisting and Delisting Draft and Final Rules                            |
| 697R     | Provide Litigation Support for Recovery Actions  |
| 064K     | Implement Recovery Actions   |
| 068G     | Implement Recovery Actions for Foreign and CITES Species                                       |
| C07V     | Conduct Resource Protection Consultations with Other Federal Agencies                          |
| 8KF3     | Conduct Water Consultations with Other Federal Agencies  |
| 9U4Z     | Conduct Hydropower Consultations with Other Federal Agencies                                   |
| 8MN4     | Conduct Forage Consultations with Other Federal Agencies                                       |
| 8N5Z     | Conduct Forest Consultations with Other Federal Agencies                                       |
| 8LB2     | Conduct Non-Energy Consultations with Other Federal Agencies                                   |
| 8DS9     | Conduct Energy Consultations with Other Federal Agencies                                       |
| 8XF1     | Conduct Recreation Consultations   |
| 742E     | Provide Litigation Support for Section 7 Consultation with Other Federal Agencies              |
| X6H9     | Conduct Intra-Service Consultations on FWS Permits   |
| X63C     | Conduct Intra-Service Consultations on FWS Enhancement and Restoration Projects                |
| X6O7     | Conduct Intra-Service Consultations on FWS Grants  |
| X64L     | Conduct Intra-Service Consultation on FWS Construction, Operations, and Maintenance Activities |
| X6A1     | Conduct Intra-Service Consultation on Other FWS Activities                                     |
| 06E2     | Conduct and Assist with Law Enforcement Investigations for T&E and CITES Listed Species        |
| 06G5     | Conduct Import/Export Inspections for T&E and CITES Listed Species                             |
| 06W2     | Plan and Implement Post-Delisting Monitoring   |
| 8P6N     | Produce and Reintroduce Fish for Recreation  |
| 7R1H     | Produce and Reintroduce Aquatic Species for Non T&E Species Conservation                       |

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|  |   |
|--|---|
| 7R4X   | Develop New Aquatic Technologies for Non T&E Species  |
| 7R4V   | Conduct Disease Monitoring and Treatment for Non T&E Species                                      |
| 7R7F   | Produce and Enhance Terrestrial Species   |
| 058S   | Develop Aquatic Species Management Plans for Non T&E Species                                      |
| 058R   | Develop Bird Conservation Plans for Non T&E Species   |
| 7RH2   | Implement Bird Conservation Plans   |
| 7RG1   | Manage Bird Harvest   |
| 7R2N   | Manage Unintentional Take for Non T&E Migratory Birds   |
| 7RW8   | Manage Harvest for Fisheries  |
| 8PA4   | Develop Refuge Sport Harvest Regulations for Species Other than Birds and Fish                    |
| 7RT5   | Manage Marine Mammal Incidental Take  |
| 7RP2   | Manage Marine Mammal Harvests   |
| 7RU7   | Manage Alaska Subsistence Harvest Other Than Marine Mammals                                       |
| 7RJ8   | Resolve Bird Resource Conflicts for Non T&E Species   |
| M1B8   | Survey, Assess and Monitor Non T&E Aquatic Species  |
| M1Q7   | Survey, Assess and Monitor Non T&E Migratory Birds  |
| M17J   | Survey, Assess, Monitor Non T&E Wildlife and Plants Other Than Aquatic and Migratory Bird Species |
| 7P3O   | Prevent, Manage and Control Non-Native, Invasive, Terrestrial Plants                              |
| 7NY8   | Prevent, Manage and Control Non-Native, Invasive Terrestrial Animals                              |
| 7PD8   | Prevent, Manage and Control Invasive Aquatic Plants   |
| 7N9L   | Prevent, Manage and Control Invasive Aquatic Animals  |
| 7Q6D   | Control Native Pest Plants  |
| 7R2B   | Control Native Pest Animals and Predators   |
| X6W4   | Implement Bi-national and Multinational Initiatives   |
| 7R6I   | Process Migratory Birds and Eagle Permits or Other Take Authorizations                            |
| 069B   | Process and Monitor HCP Permit Applications   |
| 067Q   | Process and Monitor Safe Harbor Permit Applications   |
| 06P8   | Process and Monitor Candidate Conservation Agreements with Assurances                             |
| 067S   | Process and Monitor Recovery Permits for T&E Species  |
| 695B   | Provide Litigation Support for Permitting Actions of T&E Species                                  |
| 1V9H   | Process Permits for Rights of Way   |
| 06O6   | Process International Trade Permits, Domestic Permits and Special Use Permits                     |
| 1RN3   | Process Refuge Special Use/Recreation Commercial Permits  |
| 3E6U   | Process Import and Export Licenses  |
| 3EK8   | Process Designated Port Exception Permits   |
| 1P2Y   | Process Special Recreation Use Permits  |
| 7R7T   | Conduct and Assist with Law Enforcement for Non T&E Species                                       |
| 3EY3   | Conduct Non T&E Import/Export Inspections   |
| T05T   | Conduct Refuge Patrol and Enforcement   |
| T11C   | Provide Forensics Support for Law Enforcement   |
| <b>Process 2 - Protect and Manage Habitats</b> |   |
| 02X2   | Develop Land Conservation Plans   |
| 02X8   | Develop Comprehensive Conservation Plans  |
| 027K   | Develop Strategic Landscape and Watershed Based Plans and Projects                                |
| 021T   | Develop Aquatic Habitat Management Plans  |
| L4L7   | Inventory, Assess, and Monitor Wetlands   |

OPR: DFM/DO  
Version: **Initial**  
Author: **FPQT**  
Supersedes: **Original**

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|  |  |
|--|--|
| L41D   | Inventory, Assess, and Monitor Marine/Coastal                                |
| L45U   | Inventory, Assess, and Monitor Riparian                                      |
| L4Q1   | Inventory, Assess, and Monitor Uplands                                       |
| 06G7   | Develop and Monitor Conservation Banks                                       |
| 7G1X   | Assist in the Development and Monitoring of Wetland Mitigation Banks         |
| 0EZ9   | Manage Special Designation Areas   |
| 7QK2   | Manage and Protect Uplands   |
| 7QT2   | Manage and Protect Wetlands  |
| 7Q6K   | Manage and Protect Riparian/Stream Habitats                                  |
| 7Q4S   | Manage and Protect Marine and Coastal Habitats                               |
| 7Q9K   | Develop and Manage Co-Op Land Management Agreements                          |
| 7Q5W   | Acquire Easements  |
| 9V9E   | Exchange or Dispose of Lands   |
| 9LM8   | Acquire and Manage Real Estate   |
| 7QS3   | Identify, Process and Defend Water Rights on Service Lands                   |
| 7QJ5   | Restore Wetlands   |
| 7Q4D   | Restore Marine and Coastal Habitats  |
| 7Q1Y   | Restore Uplands  |
| 7QZ6   | Restore Riparian/Stream Habitats   |
| 7G5O   | Ensure Water Quality for On-Service Lands                                    |
| 3HP7   | Evaluate and Audit Environmental Safety and Compliance                       |
| 026A   | Conduct Contaminant Assessments  |
| 8WL9   | Clean up Contaminants on Service Lands                                       |
| B46V   | Ensure Air Quality   |
| 8WX3   | Prepare for and Implement Spill Response Plans                               |
| J1S2   | Review Hazardous Waste Actions   |
| L65A   | Conduct Natural Resource Damage Assessments                                  |
| 7K4G   | Restore Natural Resources Damaged by Releases of Oil or Hazardous Substances |
| C06J   | Review and Develop Environmental Provisions for Projects, Plans, and Permits |
| C0D7   | Monitor and Report Performance of Projects, Plans and Permits                |
| 9U3Q   | Process Hydropower Licensing/Re-Licensing                                    |
| 8QJ7   | Prepare for Wildland Fires   |
| 8TL1   | Suppress Wildland Fires  |
| 8U7E   | Reduce Hazardous Fuels - Other (WUI)   |
| 019T   | Prepare Fire Management Plans  |
| 7A9N   | Reduce Hazardous Fuels - Prescribed Fire (non-WUI)                           |
| 7B9V   | Mechanically Reduce Hazardous Fuels (Non-WUI)                                |
| 7CP1   | Reduce Hazardous Fuels - Other Methods (Non-WUI)                             |
| 7D1P   | Stabilize Burned Areas   |
| 7E1Z   | Rehabilitate Lands Damaged by Wildland Fire                                  |
| 8R4P   | Reduce Fuels - Prescribed Fire (WUI)   |
| 8S6L   | Reduce Fuels - Mechanical (WUI)  |
| R11G   | Manage Cultural Resources  |
| 7YM3   | Manage Museum Collections  |
| <b>Process 3 - Provide Services, Outreach and Security</b> |  |
| S3Q6   | Develop and Provide Information and Educational Materials and Activities     |

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|  |   |
|--|---|
| S3B3   | Communicate Directly with Media   |
| 8PB6   | Provide and Manage Opportunities for Priority Public Uses                             |
| 8P3L   | Provide and Manage Opportunities for Non-Priority Public Uses                         |
| 50J6   | Manage Volunteers and Work Programs   |
| T7A5   | Consult and Coordinate with Native American Tribes                                    |
| 50I8   | Develop and Manage Partnerships   |
| 50E5   | Coordinate Congressional Communications   |
| T3V4   | Provide Emergency Response and Public Safety Operations                               |
| T1R8   | Provide Non-Trust Resource Enforcement Activities                                     |
| <b>Process 4 - Administer Grants</b>                             |   |
| 062D   | Administer Endangered Species Act Grants  |
| X67U   | Administer Federal Assistance Grants  |
| 7Q7G   | Administer Bird Habitat Grants  |
| 7Q3V   | Administer International Grants   |
| 7QU8   | Administer Other Grants and Co-operative Agreements                                   |
| <b>Process 5 - Construct and Manage Facilities and Equipment</b> |   |
| 64K3   | Provide Services for Facilities and Space Management                                  |
| 5FY2   | Construct Buildings, Roads, Bridges, Tunnels, and Grounds for Resource Protection     |
| 4DK5   | Maintain Buildings, Roads, Bridges, Tunnels, and Grounds for Resource Protection      |
| 4NS1   | Construct Dams, Water Storage and Water Conveyance Facilities for Resource Protection |
| 5AC2   | Maintain Dams, Water Storage and Water Conveyance Facilities for Resource Protection  |
| 5RN9   | Construct Buildings, Roads, Bridges, Tunnels, and Grounds for Recreation              |
| 5S3Z   | Maintain Buildings, Roads, Bridges, Tunnels, and Grounds for Recreation               |
| 5H5S   | Maintain Equipment for Resource Protection  |
| 5Y2S   | Maintain Equipment for Serving Communities  |
| 5Y7W   | Maintain Structures and Facilities for Serving Communities                            |
| <b>Process 6 - Manage Budget and Administrative Functions</b>    |   |
| 611F   | Administer Pay and Benefits   |
| 61C7   | Administer Employee and Labor Relations   |
| 616S   | Administer Recruitment, Staffing and Ensure Diversity                                 |
| 67R2   | Analyze Organizational Structures and Classify Positions                              |
| 67Q8   | Conduct Workforce Planning  |
| 61X4   | Evaluate and Counsel Personnel  |
| 808L   | Plan IT Investments   |
| 813W   | Acquire IT Investments  |
| 82B1   | Operate, Maintain and Manage IT Investments   |
| 683M   | Review and Approve Policies and Directives  |
| 63C4   | Manage Contracts and Acquisitions   |
| 602T   | Develop and Allocate Budgets  |
| 624F   | Perform Financial Management Operations   |
| 68O5   | Conduct Strategic Planning and Performance Management                                 |
| 62X5   | Collect and Analyze Activity Based Costing Information                                |
| 635R   | Manage Competitive Sourcing Initiatives   |
| 62M9   | Make Refuge Revenue Sharing Payments  |
| 665K   | Provide Office Support  |
| 659Y   | Manage Records, Files, Mailrooms and Libraries/Info. Services                         |

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|      |  |
|------|--|
| 656G | Process Information Quality, FOIA, Privacy Act and Liability Requests and Claims |
| 669A | Attend Non-Program Specific Meetings   |
| 66Q4 | Develop and Deliver Training   |
| 669D | Attend Training  |
| 68T8 | Provide Directorate Leadership and Oversight                                     |

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**Attachment 31 – Guidelines – Additional**

- FFS Financial transaction Processing Manual
  - Chapter 8 – The SUSF Table
  - Chapter 10 – The Payroll Process

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**Attachment 32– Page 1 – Processing Payroll Diagram**

Processing Payroll is represented by an IDEF model. IDEF is an acronym for the **I**-CAM (Integrated Computer Aided Manufacturing) **DE**Finition methods. The IDEF model of the process graphically illustrates the complete activity.

**Activity Model:**

The completed activity model documents an explicit, step-by-step operation. It includes all the information and data required to perform the payroll activity. Activity modeling is often referred to as functional decomposition. It shows the input, the process that transforms it, and the output of the transformed input.

**ICOM:** The acronym for the data elements on an activity model.

**IINPUT** the element that triggers an activity and is transformed, consumed, or becomes part of the end result (Output) of the activity.

**CONTROL** data that constrains or regulates the activity. It usually indicates when or how the process will be performed. Controls are mandatory, each activity on a diagram must have at least one.

**OUTPUT** the end result of an activity, the reason for which the process is performed. It must contain some form of input, and it is mandatory.

**MECHANISM** the energy (man or machine) that performs the activity's work.

For example:

Activity: Application Software Testing

